

# University of Houston – Clear Lake

## Position Description

Job Title: **Learning Technology Administrator I**

Job Code: **3984**

Pay Grade: **005**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Instructional Technology, Education, Computer Science, Management Information Science or related field.	Master's degree in Instructional Technology Education, Computer Science or Management Information Science.
Experience	Some experience administrating course management systems or other server based software including providing support for technology proficient and non-proficient users. Examples include: WebCT CE 4.1, WebCT/Blackboard Vista, Blackboard 9.1, Sakai CLE, Moodle, Oracle Database, Microsoft SharePoint	One or more years administrating Blackboard Learn 9+, including providing support for technology proficient and non-proficient users.
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

The Learning Technology Administrator (LTA) I is the day to day contact for faculty, staff, and students to resolve problems and coordinate communication related to web based course availability and readiness. This position investigates and resolves faculty, staff, and student problems and identifies areas where additional support personnel are required for assistance. The position assists the system administrator(s) and senior platform administrator(s) in preparing the development, test, and production servers used for Web-based instruction. The LTA I works with faculty and UCT personnel to develop communication strategies related to online course delivery support. In addition, the LTA I prepares for publication the calendar of key dates related to the UCT supported course delivery platforms, related support mechanisms, and resources. The LTA I assists with training faculty, staff, and students in collaboration with other UCT units as required. The LTA I acts as the daily contact and trainer for UCT support staff and student workers supporting online users. The LTA I acts as an advocate of all UCT supported course delivery platforms and related mechanisms.

Duties and responsibilities

% Time

Acts as the daily contact for faculty, students, and other support personnel to resolve problems with the university course management system and other UCT supported technology.	60
Develops communication strategies, websites, and calendars regarding web course delivery and related support mechanisms.	10
Monitors, maintains course delivery environment including but not limited to; server operations, backup procedures and documentation.	10
Tests and supports upgrades to the servers and related software used in course delivery and related mechanisms. Trains, supports and/or assists faculty, staff, and others who are engaged in	10

delivering web-based instruction or support.	
Participates in meetings and activities for the purposes of planning support for UCT course delivery platforms and related mechanisms. Related duties as assigned by supervisor.	10

***This position description describes the general qualifications, duties and responsibilities of work being performed.***