



## Position Description

Position:	Learning Management Systems & Course Implementation Coordinator
Department:	Academic Affairs
Full-time or Part-time:	FT Exempt
Hours per week:	35
Months per year:	12
Work Schedule:	PTS Office Hours; flexible/variable based on programming needs
Reports to:	Angela Gale, Director of eLearning and Instructional Design

### **Job Purpose:**

The Learning Management Systems & Course Implementation Coordinator supports the implementation, maintenance, and operational readiness of Princeton Theological Seminary's curricular and non-degree offerings.

This role blends course implementation and Learning Management System (Brightspace) coordination. Working closely with instructional designers, faculty, Seminary stakeholders, and the LMS Administrator. This individual executes course builds, coordinates academic term and offering transitions, and ensures the effective configuration and maintenance of the LMS. The position requires technical proficiency in LMS administration, strong organizational skills, and the ability to balance hands-on operational responsibilities with system-level oversight and process improvement.

This role works closely with and supports the LMS Administrator and assumes full responsibility for LMS operations and coordination during periods when the Administrator is unavailable.

## ESSENTIAL FUNCTIONS:

### LMS Coordination & Learning Systems Support

60 % of time

- Support administrative oversight of LMS, including system configuration, course shell management, and user access permissions.
- Serve as a primary point of contact for LMS-related help desk tickets, independently diagnosing and resolving issues and partnering directly with LMS support when vendor-level assistance is required.
- Configure term dates, course availability settings, release conditions, and role permissions within the LMS.
- Support the configuration, testing, and maintenance of LTI integrations, API connections, and cross-system functionality in collaboration with Seminary IT, external vendors, and Brightspace support.
- Monitor LMS updates and release notes; evaluate system impact and communicate relevant changes to the ODL team.
- Monitor and evaluate platform integrations and system performance, proactively identifying and resolving configuration or connectivity issues.
- Maintain and refine LMS documentation, workflow guides, and stakeholder-facing process materials.
- Identify opportunities to enhance the effective use of Brightspace to support teaching, learning, assessment, and learner engagement.
- Contribute to ODL team projects and cross-functional initiatives as needed, supporting evolving programmatic, technological, and operational priorities.

### Course Implementation & Operational Support

40 % of time

- Implement course builds within the LMS based on finalized instructional design plans.
- Prepare courses for each new term or offering by copying content, adjusting due dates, resetting gradebooks, updating announcements, and ensuring readiness prior to launch.
- Manage course “flip” processes between runs, including tool resets (Padlet, Perusall, Annoto), LTI relinking, release condition updates, and verification of course integrity and learner access.
- Ensure integrated and related tools (Padlet, Perusall, Annoto, SCORM, etc.) are properly configured, linked, tested, and functioning.
- Conduct quality assurance reviews prior to course launch to confirm accessibility, functionality, and user experience.

- Support faculty and facilitators by providing training and guidance on LMS functionality, tools, and course setup to ensure effective and seamless program delivery.
- Utilize Monday.com to track course readiness, manage workflows, and document implementation updates.
- Collaborate with the Director of eLearning and Instructional Design to evaluate and refine course implementation workflows, improving efficiency, documentation, and long-term scalability.

## **QUALIFICATIONS AND SKILLS**

- Bachelor's degree required; Master's degree preferred.
- 3–5 years of experience administering a Learning Management System, with Brightspace experience strongly preferred.
- Experience supporting online or hybrid course development or working in an instructional design or educational technology environment within higher education.
- Proficiency in LMS configuration, including course copying, release conditions, gradebook setup, user roles, and access management.
- Experience providing LMS-related user support and troubleshooting platform or integration issues.
- Familiarity with Learning Tools Interoperability (LTI) integrations and cross-system functionality.
- Strong attention to detail and ability to manage recurring academic deadlines and offering cycles.
- Working knowledge of accessibility standards (ADA/WCAG) and inclusive course design principles preferred.
- Ability to interpret instructional design plans and implement them effectively within an LMS environment.

**To apply:** Interested candidates should submit a cover letter, CV, and the names and contact information for three references to the Human Resources Office at Princeton Theological Seminary at [hr.office@ptsem.edu](mailto:hr.office@ptsem.edu). Review of applications will begin immediately.