

## **Learning Management System Consultant**

The [McSilver Institute for Poverty Policy and Research](https://mcsilver.nyu.edu) at New York University is committed to creating new knowledge about the root causes of poverty, developing evidence-based interventions to address its consequences, and rapidly translating research findings into action through policy and best practices.

We are seeking an experienced Learning Management System (LMS) Specialist to serve as a consultant with the institute to support the maintenance and helpdesk needs of our e-learning initiatives. The consultant will respond to LMS help requests, liaise with the LMS Manager and onsite Instructional Designers, and make required updates to the LMS and associated courses.

### **Responsibilities:**

- Respond to helpdesk requests in a timely manner
- Work with the LMS team members to make necessary updates to the learning management system and course content
- Test and review LMS content to assess for quality control issues
- Track and develop reports on learner progress, manage content dissemination and learner enrollment within the LMS

### **Qualifications:**

- Master's degree in Educational Technology or Instructional Design, or equivalent experience preferred
- Experience as an LMS administrator and helpdesk coordinator
- Must have experience developing original self-paced eLearning content for adult learners
- Proficient understanding of adult learning principles and current best practices and trends in eLearning
- Excellent communication, collaboration, project management, and problem-solving skills
- Experience working with subject matter experts
- Excellent computer/application skills along with an understanding of current eLearning development tools (Articulate Storyline, Articulate Rise, iSpring, etc.)
- Basic understanding of HTML and Flash programming
- Experience setting up courses and tracking data within a learning management system

### **Optional Additional Experience:**

- Graphic design experience
- Video editing experience
- Understanding of the challenges of poverty-impacted communities
- Background or experience in mental health, social work, trauma, and strengths-based approaches is a plus

### **Insurance Requirements:**

- NYU requires all vendors/consultants procure and maintain at its expense liability insurance to be in compliance with NYU Policy. Consultants must procure the following:



- Commercial General Liability Insurance with a combined bodily injury (including death), personal injury, and property damage limit of at least \$2,000,000 per occurrence, including at least the following coverages, and without exclusion of coverage for Sexual Abuse and Molestation: (a) Broad Form Blanket Contractual Liability for liability assumed by Contractor under this Agreement; (b) Broad Form Property Damage; (c) Personal Injury Liability A, B, and C with employees' exclusion void; and (d) Products Liability and Completed Operations;
- Professional Liability (Errors and Omissions) Insurance;
- Cyber Risk Coverage, of at least \$2,000,000 per occurrence

**Specifics:**

- Location: Fully remote
- Salary: \$35 per hour (up to 10 hours per week) 11/15/23-6/30/24

**All applicants, please email Jayson Jones ([jayson.jones@nyu.edu](mailto:jayson.jones@nyu.edu)) with your resume and cover letter detailing your experience and interest.**