VACANCY
at
RUST COLLEGE - HOLLY SPRINGS, MISSISSIPPI  38635
Applications are invited for consideration for appointment to the following position:

<table>
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<tr>
<th>TITLE:</th>
<th>Blackboard Administrator</th>
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<td>DEPARTMENT:</td>
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<tr>
<td>DATE TO BE FILLED:</td>
<td>Immediately</td>
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<td>RANK OR POSITION AND SALARY RANGE:</td>
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Rust College is looking for a dynamic and compassionate individual to serve as the Blackboard Administrator. The Blackboard Administrator will report directly to the Chief of Staff and will collaborate with current Operations and Information Technology (IT) staff to ensure the continuous operation of the Learning Management System (LMS) to serve the program needs of university-wide services, and their staff, faculty, and students. This position is best suited for an individual who prefers participating in a fast paced, collaborative team environment. A flexible schedule may be necessary to accommodate evening and weekend hours.

Responsibilities:

Provide technical advisement to the College on how to maximize Blackboard utilization against Rust College goals and initiatives.

Provide Tier 2 technical and administrative support to assist the campus in their use of LMS technologies and applications.

Collaborate with Rust College-wide staff on configuration, maintenance, documentation, and support of hosted services in a production environment.

Participate in the integration (planning, testing, and implementation) of new technologies including Blackboard Learn updates and third-party products.

Serve as an escalation contact for support issues, including interactions with Blackboard Learn and other vendor support services.

Create and manage LMS standards, policies, and procedures.

Provide high quality customer service.

Participate on and contribute to committees, work groups, and project teams.

Requirements:

1. Bachelor's degree from an accredited higher education institution.
2. At least 1 year of recent experience working in Blackboard Learn.
3. At least 1 year of recent experience providing technical support for Blackboard Learn (or other LMS).
4. Experience in writing and/or editing technical documentation.
5. Basic understanding of instructional design principles, practices, and/or theories.

**PREFERRED QUALIFICATIONS:**

1. At least 2 years of recent experience working as a Blackboard Learn.
2. Familiarity with the SaaS administration of Blackboard Learn.
3. Experience in timeline and project management and/or implementation of business and functional requirements.
4. Strong knowledge of instructional design principles, practices, and/or theories.
5. Recent experience in Quality Assurance (QA) processes and practices.
6. Strong working knowledge of Colleague
8. Knowledge of standards (i.e., IMS, SCORM, LTI) and their implementation.
9. Basic networking and web server knowledge.
10. Experience with Oracle Structured Query Language (SQL)

**SPECIAL INFORMATION:** Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution, affiliated with the United Methodist Church. Founded in 1866. The campus is located 35 miles east of Memphis, Tennessee. The Federal Government requires that every individual hired since May 31, 1987 complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

Persons interested in the above position should submit a resume along with a letter of interest to:
Mr. Corey Buchanan, Director of HR
Rust College
150 Rust Avenue
Holly Springs, MS 38635
E-Mail: careers@rustcollege.edu

**CLOSING DATE FOR RECEIPT OF APPLICATION:** Open until a qualified applicant is found
**POSTING DATE:** 4/16/2021

Rust College is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law. Rust College is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.