Course Builder

Experience

* 1 + years experience building and organizing course framework inside learning management system (LMS) such as Canvas, Blackboard or Desire2Learn (Canvas preferred)
* Uploading and curating content inside LMS
* Providing advice on the layout and organization of online course content and tools to support accessibility and promote student learning
* Reviewing digital learning objects and making recommendations to support their efficacy and accessibility
* Demonstrated ability to communicate, both verbally and in writing, with a diverse team including faculty, staff and vendors in a clear and precise manner.
* Demonstrated ability to use Microsoft Office tools (Excel, Word, Outlook, Power Point) in day to day activity.

Qualifications

* Familiarity with LMS to create and organize information and promote learning
* Familiarity editing learning materials to meet AODA and WCAG accessibility standards
* Able to troubleshoot technical issues
* Familiarity with creating and editing support documentation and reports

Term of Contract

* April 15, 2021 to Feb 15, 2022
* 7.5 hours (1 day) per week
* Salary Rate: 25 per hour