Title: IT Support Assistant

Position Number: 120464

Category Status: Non - Exempt Contingent Category 2

Unit: AGNR – Joint Institute for Food Safety and Applied Nutrition

Position Summary/Purpose of Position: Under general supervision, this position will be responsible for creating, editing, reconstructing, administering and maintenance of the existing online courses and the addition of new online learning initiatives.

Education: High School Diploma or GED

Experience: One year with the types of hardware and software to be supported.

Knowledge, Skills and Abilities: Required knowledge of HTML, CSS and JavaScript. Required experience of building online courses in a Learning Management System such as Canvas, Blackboard, Moodle.

Position Description: This position will be responsible for the online learning courses at JIFSAN. The position will be responsible for creating, editing, reconstructing, administering and maintenance of the existing online courses and the addition of new online learning initiatives.

Duties & Responsibilities: Assist with the creation and interface design of online courses by utilizing the features of online Learning Management Systems such as Canvas, Blackboard, and Moodle. Support JIFSAN’s current online classes, both instructor-led and instantly accessible courses. Run technical support for webinars including: organizing online events, training speakers, moderating and running live webinars. Consult on technologies to help advance JIFSAN’s online training presence. Support JIFSAN’s video advertising efforts.

Other: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

Physical Demands of Position: Must be able to lift 25 pounds.

Salary/Benefits: Salary will be commensurate with experience. The University of Maryland offers an extensive benefits package.

Application Process: All candidates must apply online at https://ejobs.umd.edu. A complete application packet includes a letter of application and a current resume

Closing Date: September 26, 2014

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