

**Ohio University is currently accepting applications for the position of Specialist, LMS, Communication, and ITNA for Ohio's University Consortium of Child and Adult Services.**

Ohio's University Consortium for Child and Adult Services (OUCCAS) is a multi-university consortium established for the professional development of the entire Ohio child welfare, adult protective services, and foster caregiver workforce (a population of over 14,000) through management and oversight of two statewide training programs Ohio Child Welfare Training Program (OCWTP) and Ohio's Human Service Training System (OHSTS).

Reporting directly to the Assistant Director of Analytics, the specialist supports the implementation of three programmatic areas within the OUCCAS system- E-track, the learning management system that serves over 14,000 users, the Individual Training Needs Assessment, and Communications.

The specialist will analyze system issues and collaborate with E-track and/or LMS vendor to achieve resolution; assist manager to plan new initiatives requiring LMS capability; help test and implement system enhancements and software upgrades; monitor E-track and/or LMS help desk and adds and edits; provide technical assistance and support to learners, trainers, internal and external stakeholders; help develop and distribute E-track and/or LMS training materials; assist with monitoring ITNA mailbox; assist with maintaining and troubleshooting ITNA surveys; assist with troubleshooting ITNA submissions; assist directors and managers with communication products and resources; perform any additional tasks to support OUCCAS throughout the life of the contract.

- Analyze system issues and collaborate with E-track/LMS vendor to achieve resolution.
- Provide technical assistance and support to E-track and/or LMS learners, trainers, internal and external stakeholders.
- Provide ongoing support for the distribution, operation, and analysis of the ITNA for Statewide partners and stakeholders.
- Prepare and disseminate system-wide communications for OUCCAS partners and Stakeholders.

**Minimum Qualifications:**

- Minimum of a Bachelor's degree is required.
- Minimum of 3 years' experience with administrative usage of E-track.
- Minimum of 2 years' experience providing technical assistance to E-track end-users.
- Familiarity with competency-based training.
- Minimum of 2 years' experience with managing and troubleshooting ITNA's.
- Minimum of 2 years' experience with creating and managing complex online surveys, experience editing reports and professional documents.

**Special instructions to the applicant:**

- Please complete the online application at <https://www.ohiouniversityjobs.com/postings/37579> and be prepared to attach the required documents. For references, please include names and current contact information of three professional references.
- Position will remain open until filled. For full consideration, please apply by **August 1, 2021**.
- This is a grant-funded position. Employment is contingent upon continued funding from the grant provider and successful completion of background check.