# JOB DESCRIPTION

# Student Worker – LMS Technology

JOB TITLE: Student Worker - LMS Technology/Moodle

DEPARTMENT: RU Online

REPORTS TO: Director of Online Technology

POSITION SUMMARY: Assist director with administrative duties inside of the Learning Management System (LMS). Flexible hours, approximately ten hours per week. Location: Muirhead Center.

EDUCATION AND/OR EXPERIENCE REQUIRED:

* Current RU student who is eligible for Federal Work Study
* Cumulative 2.0 GPA

ESSENTIAL DUTIES AND RESPONSIBILITIES:

* Perform editing and file management in the LMS
* Assist Director with current projects
* Ability to function in a professional environment
* Maintain highest privacy and confidentiality standards

REQUIRED SKILLS AND ABILITIES:

* Strong work ethic
* Visual acuity
* Good working knowledge of Windows OS
* Organizational skills
* Communication skills
* Strong problem-solving skills
* Understanding of LMS navigation and functionality
* Ability to diligently follow through with tasks assigned by supervisor
* A willingness to learn new or unfamiliar skills

PREFERRED SKILLS

* Basic understanding of HTML code
* Understanding of technical terminology
* Ability to troubleshoot and solve computer problems