



EMORY  
LIBRARIES

## Academic Technology Specialist III / Canvas Administrator - Canvas Data

**Job Code:** LJ03

**FLSA\*:** Exempt

**Grade:** 333

**Pay Range Minimum:**

**Hourly: Monthly: Annually:**

\$31.01    \$5,375    \$64,500

Bachelor's degree plus three years of experience as an LMS administrator required - ideally Canvas.

Proficiency in widely used programming languages and Web frameworks, such as JavaScript, HTML, JSON, CSS, XML, Python, SQL, REST APIs, GitHub, GraphQL and bash scripting preferred. Linux experience is preferred.

Experience with Learning Tools Interoperability (LTI) integrations also preferred.

Experience with data visualization tools, such as Tableau, preferred.

Knowledge of e-learning, remote learning and/or instructional technology tools preferred.

Excellent problem-solving and interpersonal skills, plus the ability to solve computing problems are essential for this position. Must be able to effectively and professionally provide technical assistance to faculty, students, and staff.

Must have excellent written, verbal, and interpersonal skills; customer service oriented and be able to work in a team environment.

Ability to work a flexible schedule, including some evenings and weekends.

Primary areas of responsibility:

- Canvas system administration and supported integrations
- Canvas Data support
- 3<sup>rd</sup> party tool administration (examples include Poll Everywhere, Namecoach, Respondus, Turnitin)

**\*This is an Exempt position. Employees in this position are paid a salary on a monthly basis and are not eligible to receive overtime pay.**

JOB DESCRIPTION: Leads strategic division and school-wide efforts to identify and deploy technologies that support the teaching and learning mission of the University. Administers enterprise-wide systems and applications to ensure operability of services and provide a highly available, secure, and robust academic technology infrastructure. Designs support models; deploys equipment and infrastructure into supported rooms and facilities and/or deploys enterprise-wide software applications for use by the Emory University and Emory Healthcare communities. Monitors application activity, equipment security, and system functions to ensure required availability and integrity; works with OIT Enterprise Systems to ensure 7x24 end-to-end monitoring and event management systems and alerts are in place and properly supported. Consults with OIT Infrastructure teams to identify new and evolving systems, servers, storage, and database resources. Ensures systems and applications comply with required mandates and best practices. Provides customer support to troubleshoot advanced-level technical problems, ensure productivity, and to maintain system operability. Educates customers on available central services to promote technology usage at Emory and to create best practice standards. Reviews departments' proposals for new technologies, and makes subsequent recommendations to management based on technology and financial support requirements. Partners with vendors and other campus experts to evaluate customer technology requirements and offer effective, innovative and supported solutions. Participates in projects to evaluate, test, implement, upgrade, and/or purchase new systems, applications, or services. Serves on professional organizations' work groups and committees to promote industry standards and collaboration with peers to influence future technologies. Performs related responsibilities as required.

MINIMUM QUALIFICATIONS: A bachelor's degree and three years of experience in systems and/or application administration OR an equivalent combination of education, training and experience. Experience in instructional technology support in higher education is preferred.

**The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER:**