



POSITION VACANCY

January 7, 2016

Name of Position:	Computer Based Learning Specialist
Applications accepted through:	February 4, 2016
Effective date of employment:	February 15, 2016
Length of employment:	Full-time, 12 Months
Salary range:	\$28,056 - \$35,070

Position Requirements:

The minimum education requirement is an Associate's degree in computer technology, business, accounting or related area is required with one-to-three years of experience in online course delivery. Successful candidates will have experience in instructional technologies, with online software such as PLATO Learning Environment, Moodle, AZTEC Learning and WIN-Learning Career Readiness System. Knowledge of and experience with Colleague/Ellucian will be a plus. Excellent verbal and written communication skills are necessary as well as a demonstrated ability to work collaborative with others. This position is a 40 hour per week position and consists of evening hours. A National Career Readiness Certificate is preferred for this position.

Position Duties:

The successful candidate will coordinate the delivery of online courseware for Adult High School, High School Equivalency, Adult Basic Education and English Language Acquisition. Evaluate and submit recommendations for the purchase of online software. Track student progress, assist with development of instructional plans, and maintain student records for all computer based courses. Ensure accurate and timely recordkeeping, and data entry in Colleague/Ellucian and Literacy Education Information System (LEIS). Collect and analyze data for weekly update reports, and end of semester statistical reports. Attend college, divisional, departmental, meetings, convocation and graduation. Complete required professional development on annual basis and perform other duties as assigned.

If selected for employment, the applicant must be willing to submit to a criminal background check and drug screening.

***INSTITUTION:** Wayne Community College is a member of the North Carolina Community College system. Located in Goldsboro, the college serves Wayne and adjoining counties. Wayne Community College is an affirmative action/equal opportunity employer. A Tobacco Free Campus as of August 1, 2009.*

APPLICATIONS:

*Submit an original Wayne Community College employment application and all support materials, including copies of transcripts of all post secondary studies to **Human Resources, Wayne Community College, P. O. Box 8002, Goldsboro, NC 27533-8002**. Applications may be downloaded at www.waynecc.edu. Applications will be screened and the most qualified applicants interviewed. All applicants will be notified when the position selection has been made.*