Job Title: Digital Publication Specialist, SRS	Position Title: Learning Management Specialist
Reports to: Invention Education Officer	% Effort or Wkly Hrs: 100%

Position Overview:

The Lemelson-MIT Program (LMIT) is a national leader in efforts to prepare the next generation of inventors and entrepreneurs. Our work focuses on the expansion of opportunities for people to learn ways inventors find and solve problems that matter in order to improve lives. Our commitment to diversity, equity and inclusion aims to remedy historic inequities among those who develop inventions, protect their intellectual property and commercialize their creations.

The Learning Management Specialist supports the design of online instructional offerings and events, integration and management of related technologies and platforms, and provides technical assistance to invention education program staff within the Lemelson-MIT Program (LMIT). The support provided by the Learning Management Specialist is essential to the online and hybrid invention education initiatives the LMIT program has developed over the last four years, including: 1) Invention and Inclusive Innovation (i3) programs at community colleges and related dual enrollment offerings for high school students, 2) high school coursework that blends inventing with other subjects in courses that count towards acceptance at higher education institutions, 3) instructional resources and program offerings that develop middle school students' capabilities and interests in invention education, and 4) program offerings designed to engage students in invention from an early age in ways that build a solid foundation for work in their later years.

Key responsibilities include: The creation of new and/or adaptation of existing online invention education instructional resources and programs. In addition, s/he will assist with creating online resources and managing the technical aspects of online events, including the creation of offerings within Canvas, LMIT's learning management system (LMS), and the embedding of meeting links created through web collaboration tools. S/he may be asked to support LMIT involvement in Invention Education-related meetings and conferences, and will provide technical support for LMIT online program offerings.

Principal Duties and Responsibilities (Essential Functions**):

Support for Invention Education Initiatives (75%)

- Support the development of online offerings, manage technology integrations, and assist LMIT staff and collaborators with their use of technologies needed for:

    o The invention education research and fellowship program
    o Invention education courses, teacher professional development, activities and events
    o Events and offerings desired by collaborators in the Partners in Invention Education (PIE) program

- Work with staff to create, edit, and publish content in Canvas, which may include migrating blueprints from other Canvas instances
- Organize and standardize the look and feel of existing and new content
- Identify, research, and implement appropriate third-party integrations to improve or create an effective and engaging student experience
- Perform quality control testing on all new courses, correct any errors and ensure optimal functionality. Troubleshoot any technical issues that arise with courseware as it is being used
- Provide technology support and training to staff and other stakeholders using the Lemelson-MIT Program courseware
- Track, assess, and report on learning analytics associated with implemented educational technology

General Invention Education Support (25%)

- Assist with documenting new program offerings and creating archives that can allow programs to be repeated in the future with minimal effort
- Track and organize digital assets for invention education programs
- Provide general technical or instructional design assistance to the invention education staff
- Provide technical assistance with invention education meetings and events as needed
- Other duties as needed

Supervision Received:

Regular supervision received.

Supervision Exercised:

May coordinate work of student employees and/or temporary staff.

Qualifications & Skills:

- High School Education or equivalent required. Bachelor's degree preferred.
- Minimum of two years' experience utilizing learning management systems and creating online courseware for high school and/or college students. Experience with Canvas LMS preferred.
- Familiarity with other third-party educational technologies that may be integrated into Canvas.
- Demonstrated expertise in experiential learning and strategies for fostering learner engagement in online learning contexts
- Expertise in using common publishing tools such as Adobe Creative Cloud, Google Suite, Microsoft Office, etc.
- Strong technical and problem-solving skills, with the desire and ability to learn new technologies and stay current in a rapidly changing field
- Strong client-service and interpersonal skills.
- Strong organizational, multi-tasking, and project management skills and the ability to adhere to deadlines while working on multiple projects simultaneously
- Knowledge of assistive technologies and accessibility guidelines preferred
- Ability to work independently without supervision and to work on large projects with other team members
- Demonstrated ability to maintain confidential information
- Ability to work nights and weekends during LMIT's online events

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.