Manhattan School of Music

Position Description

Title:	Digital Education Specialist
Department:	Distance Learning and Recording Arts (DLRA)
Reports To:	Dean of Distance Learning and Recording Arts
Supervises:	N/A
Internal Contacts:	DLRA & MSM staff; faculty & students; teaching artists
External Contacts:	Instructure/Canvas; Distance Learning organizations (CAEL); Instructional designers and guest artists
Start Date:	~August 1st or earlier
Employment Status:	Part-time; non-exempt (25 hours weekly)

Domains:

Learning Management System Administration

- Supports MSM faculty, student and administrative use of Canvas Learning Management System; acts as departmental liaison to faculty and students for educational activities and needs related to Canvas LMS throughout academic terms.
- Supports and assists online and on-ground teaching faculty (current & future) with organization and implementation of course materials in asynchronous learning format in LMS.
- Initiates, participates, and supports interdepartmental work projects with Information Technology and Registrar's Office as relates to Canvas Learning Management System.
- Develops and administers training/use strategies and orientation-style sessions relating to Canvas LMS usage and campus-wide adoption.
- Regularly observes, monitors, and reports on student and faculty use of Canvas Learning Management System in effort of improving use and implementation.
- Troubleshoots and problem-solves LMS use issues, in liaison with faculty, administrative staff, and Canvas support services.
- Supports Concert Attendance (CA 1000) course tracking through Canvas, including creation and planning of training for students and staff; administers regular meetings and supports all personnel involved in CA. Addresses integration issues.
- Supports Distance Learning Systems Engineer in processing, development, and code testing of any Student Information Systems data, as it relates to Canvas Learning Management System.

Instructional Design Support of Online Degree Completion Program

- Supports Dean of Distance Learning and Recording Arts in development of MSM Degree Completion Program, including research topics in distance learning, as assigned (e.g., policy; accreditation; curriculum standards; intellectual property rights; instructional design; faculty compensation; potential partnerships, resources and new technologies).
- Works with instructional designer or faculty in organizing and implementing course materials in LMS.

Distance Learning Program Content Development
- Manages and develops curriculum guides for educational programs.
- Supports teaching artists in creation of new program content in adherence to state and national learning standards.
- Reviews educational assessments and provides summaries.
- Attends CanvasCon trainings for purposes of research, program development, and/or professional development - as requested.

Program Coordination
- Supports Distance Learning Coordinator with synchronous program events, when needed, including preparing digital media and providing multimedia support for events.

Job Requirements:
Work Qualifications
- Solid working knowledge and facility with learning management systems (Canvas LMS preferred).
- Instructional Design experience, a plus.
- B.A./B.M. or equivalent and 2-3 years' work experience.
- Arts in Education background with related program planning experience.
- Solid writing and verbal skills.
- Knowledge of classical and jazz music and score-reading ability a plus.
- MS Office and database experience.
- Familiarity with graphic design software (e.g., Photoshop, GIMP) and video editing software (E.g. Adobe Premiere, Final Cut Express, iMovie).
- Website content management experience (e.g., Drupal, Joomla!, WordPress, etc.); knowledge of XHTML editing.
- Occasional early mornings, evenings, and/or weekend work, as assigned.

Work Style Qualifications
- Reliable, responsible, and punctual.
- Strong interpersonal communication skills, and desire to work collaboratively and creatively.
- Highly organized and very attentive to detail.
- Ability to multitask, prioritize projects and tasks, and adapt to shifting needs.
- Must be flexible and work well under pressure while maintaining focus, patience, and positive attitude.
- Interest in technology and/or willingness to learn new things.

Contact Information:
Send letter of application and résumé including three references to:

Ms. Christianne Orto
Dean of Distance Learning and Recording Arts
corto@msmnyc.edu

No phone calls, please.

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