Education Content Administrator

DirectViz Solutions, LLC, a high-level strategic consulting services firm that meets mission needs for commercial and government clients, has multiple positions for a full-time Education Content Administrator. This position, located in "Pensacola, FL".

Responsibilities:

Manage educational and instructional resources of online Learning Management Systems (LMS). Maintain LMS data including curriculums, courses, course catalogs, and security; liaison with Program Managers and work with cross-functional subject-matter experts to assess training needs and aid in the design, development, maintenance, collection, and coordination of new education content. Format raw content materials to include some design and basic copy editing of text; develop informative content that enhances the user learning experience. Review, refine and improve upon existing educational content for education programs; structure existing content to ensure materials are presented with a consistent format, and review content for alignment with established education standards and frameworks. Organize and maintain a content library; develop and adhere to content maintenance schedules. Design tools for measuring the effectiveness of instruction, knowledge transfer, and participant satisfaction. Oversee periodic reviews of qualitative and quantitative performance data; monitor activity, collect and analyze data, and produce regular performance reports. Transform complex research and best practices into content administration processes and procedures. Establish and maintain working relationships with content owners and provide training support to content owners. Possess high-level oral and written communications skills; effectively communicate with all levels of client management, contractor managers and client agency representatives; adept in generating and conducting briefings, presentations.

Specialized - Three (3) years of recent experience working independently on highly complex distance learning and training initiatives. Must be familiar with Integrated Learning Environments or Navy Training Systems and have a comprehensive knowledge of the Navy, including its organization, relationship to other DOD agencies, communications, procedures, decision-making processes, and missions. Possess moderate-level knowledge of major operating characteristics of training delivery systems, associated computer equipment, networking, system software and support functions; analysis and design techniques to implement training systems and modifications, and training delivery systems standards, security, and systems software. Position requires IA Workforce (IAWF) certification IAW DOD 8570.01-M and SECNAV M-5239.2.

QUALIFICATIONS:

-Must be U.S. Citizen

- SECRET clearance

- DOD 8570.01-M and SECNAV M-5239.2 Certifications

- Bachelor's level degree from an accredited college or university in a curriculum or major field of study which either (1) provides substantial knowledge in information technology, (2) is closely related to the work to be automated, or (3) is in Computer Science, a physical science or a mathematics-intensive discipline.

- Five (5) years of intensive and current, industry accepted computer system administration experience, of which three (3) years must be specialized in content administration.