



**Louisiana's**  
Community & Technical Colleges  
*Changing Lives, Creating Futures*

## **LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM POSITION ANNOUNCEMENT**

### **eLearning Manager - LED FastStart**

The Louisiana Community and Technical College System (LCTCS) is now taking applications for an eLearning Manager for the LED FastStart Initiative.

#### **SUMMARY:**

LED FastStart, Louisiana Economic Development's single-source, workforce solutions provider is building a world-class team to support Louisiana's workforce for new and expanding companies. Our primary focus is to assist companies in selection and training. We work with each company and develop and deliver customized training programs for their processes. We also develop innovative stackable certification programs designed to support high-priority industries in Louisiana. We are in partnership with the Louisiana Community and Technical College System (LCTCS) and Louisiana Workforce Commission (LWC). Our commitment to our customers is 24/7 responsiveness through value added training materials and programs.

The eLearning Manager, in conjunction with Instructional Designers, SMEs, Developers and other FastStart team members, will manage and work to create, convert, maintain and deliver training content for online delivery. The eLearning Manager will leverage tools embedded in the Learning Management Systems (LMS) as well as e-learning authoring tools to create, convert, or transfer various instructional media elements for online delivery. Additionally, the eLearning Manager will lead a team to ensure exceptional delivery of eLearning strategies and training both internally to the LED FastStart workforce and externally for client companies across the State of Louisiana.

#### **Examples of Duties:**

- Consult and collaborate with Instructional Designers, Subject Matter Experts, and project teams to create effective eLearning solutions, and other media
- Support the efforts of training project teams from inception to completion

- Perform Project Management tasks; manage multiple projects; organize and prioritize work and drive task completion
- Review, test and maintain eLearning courses and other media for use within FastStart, and/or deployment via LMS systems
- Researches current industry best practices in eLearning technologies and techniques, as well as research, test, and recommend developer tools
- Determine eLearning instructional media appropriate to learning strategies and learner resources
- Provide creative approaches to program design and explore and recommend ideas that broaden and enrich courses
- Drive the development of engaging, impactful user interfaces and graphic design elements for use within FastStart's eLearning training initiatives; provide creative direction on interactivity and imagery

### **Minimum Qualifications:**

This position requires a bachelor's degree in Instructional Design, Training and Development, or related field, or an equivalent combination of technical certifications/experience.

Other qualifications include:

- 5 + years of eLearning/multi-media development and management
- Expertise with the following content authoring tools: Moodle, Adobe Captivate, Articulate Studio, and Camtasia
- Knowledge of LMS systems and creating AICC/SCORM compliant content that functions within an LMS
- Knowledge of Web-based Training (WBT) creation, along with creation of media such as audio, video, custom animations/interactions, custom graphics
- Instructional design – knowledge of how people learn
- Visual design – knowledge and experience in how to craft the visual experience that works best with course content
- Adult learning experience design – knowledge and experience in creating user interfaces that facilitates the best adult learning experience
- Ability to establish and/or build trust with teams, colleagues, and leaders
- Effective written and oral communication skills
- Ability to influence peers, direct manager, and other team members
- Ability to work in a fast paced, heavily matrixed organization
- Work well in a team environment
- Possess effective listening skills
- Possess effective, solution-oriented problem-solving and negotiating skills
- Ability to collaborate with peers, designers, SMEs and other team members by clarifying deliverables and reinforcing outcomes

**Additional Requirements:**

- A valid Louisiana Driver's License
- Proof of motor vehicle insurance

**In accordance with LCTCS Policy #6.036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.**

**Compensation:**

Compensation will be commensurate with education and work experience. For more information about the Louisiana Community and Technical College System, visit [www.lctcs.edu](http://www.lctcs.edu)

**Application Instructions:**

Applicants for this position should submit 1) a cover letter that addresses the outlined job responsibilities, 2) a resume, and 3) the names and contact information of 3 professional/work-related references to:

Human Resources Specialist  
Louisiana Community and Technical College System,  
265 S. Foster Drive, Baton Rouge, LA 70806

or

via e-mail to [employment@lctcs.edu](mailto:employment@lctcs.edu)

Applications will continue to be accepted until position is filled.

For more information about the Louisiana Community and Technical College System, visit [www.lctcs.edu](http://www.lctcs.edu). LCTCS is in partnership with Louisiana Economic Development FastStart and Louisiana Job Connection.