



# Delta Gamma

1873

*Job Title:* education and events technology specialist  
*Department:* Training, Development and Member Experience  
*Reports to:* associate director of education and consultants  
*FLSA Status:* exempt; full-time (37.5 hours/week)  
*Location:* Columbus, Ohio or remote

*Deadline to apply:* June 26, 2022

*Apply link:* <http://bit.ly/EORecruitment>

## **Job Summary:**

- To assess, develop and implement educational resources that strengthen operational efficiencies within the department.
- To streamline training needs for Delta's Gamma Learning Management System (LMS).
- To build and maintain a strong working relationship with the Executive Offices Fraternity and Foundation staff, Council Trustee: Collegians, Council Trustee: Fraternity Programming, regional teams, collegians and alumnae.
- To perform assigned duties in conformity with the Constitution and policies of the Delta Gamma Fraternity and Foundation.

## **Essential Functions:**

- Serve as project manager for eLearning for Delta Gamma's LMS, TopClass, including but not limited to user and group management, enrollments, customizing landing page, troubleshooting instructor and administrator needs, Zoom integration, certificates, credentialing, and creating and distributing reports.
- Assist the director in assessment efforts including the development of post-program surveys and the member experience survey.
- Train volunteers, Leadership and staff in various areas of educational technology, specifically the LMS.
- Assist in managing the Zoom conference lines for the Fraternity.
- Oversee the annual review of departmental resources on the website Library.
- Assess educational technology resources and provide recommendations for future training needs.
- Serve as project manager for the department in ensuring all file paths, drives and databases are updated.
- Conduct yearly program evaluations and prepare yearly program budgets for educational technological needs.
- Manage registration technology and reports for event management platforms such as Cvent.

- Serve as liaison to HR & Shared Services on any technology implementation and technology needs for the department.
- Travel as necessary as determined by the associate director of education & consultants.
- Additional responsibilities as determined by the associate director of education & consultants.

**Qualifications:**

- Demonstrated commitment to creating inclusive environments where belonging is valued.
- Bachelor's degree required.
- Minimum of one year of full-time work experience is required.
- Membership in Delta Gamma valued.
- Highly motivated, self-directed, assertive, and energetic professional.
- Exhibit excellent customer service and professionalism, as well as communication, organizational, problem-solving and facilitation skills.
- Excel at relationship building to motivate staff and volunteers.
- Effective at leading, organizing and implementing short- and long-term projects.
- Effectively manage budgets with a focus on return on investment.
- Ability to travel up to 10%.

6/22