

Center for Career Placement & Alumni
Graduate Placement Services (GPS)

JOB VACANCY FORM®

Job Reference No.: JV960

Company Name: United Arab Emirates University

Company Type: Government



Job Position/Title:	E-Learning System Administrator	Academic Major:	All IT majors
Salary Range:	7000 to 18000 AED	Years of Experience:	Fresh graduate or year of experience
Job Location:	Alain	Job Type:	Full Time
Nationality:	Only UAE Nationals	Gender:	Both
Job Description:	• Perform eLearning system administration including installation, tuning, configuration, archiving, troubleshooting, documenting system problems/bugs. • Perform system upgrades and patching and provide test plans during the installation and upgrades. • Assist customers on technical and functional issues. • Setup courses, users and eLearning content. • Prepare all system documentation. • Prepare and assist training the trainers and end users. • Integrate eLearning system with other enterprise systems such as student information systems and University security systems as appropriate. • Communicate and/or coordinates with eLearning vendors for support and information. • Create reports as needed or modify the baseline reports to suit customer needs. • Develop project plans for the eLearning system expansion and integration with other systems. • Work with other IT technical staff with respect to server configuration, sizing and setup. • Develop and apply procedures to safeguard data security as appropriate. • Coordinate software evaluation with other teams. • Responsible to adhere with all information security policies and procedures of the University. • Other duties as assigned.		
Minimum Qualifications:	• Bachelor's Degree in Computer Science, Information Technology or related discipline. • Minimum five years of experience in core eLearning system administration in an enterprise environment preferably Blackboard. • Proven knowledge of e-learning & Content Management System Administration. • Analytical and troubleshooting skills. • System and server administrator skills. • Solid knowledge and experience in Relational databases preferably Oracle and MS SQL Server. • Good demonstrated verbal and written communication skills.		

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	- Software engineering methodologies and techniques based on industry standard best practices. - Time management skills and ability to prioritize work. - Familiarity with Oracle Development Tools is an advantage. - E-Learning administration certification will be a plus. - Familiarity with Banner (Student Information system) is an advantage.
No. of Positions Required:	1
Job Close Date:	Open Until Filled

هام: المعلومات الواردة في هذا النموذج هي فقط لطلبة وخريجي جامعة الإمارات العربية المتحدة ولا يحق نشرها أو تداولها خارج نطاق الجامعة
IMPORTANT: The information presented in this document is for UAEU students and graduates only and cannot be shared outside UAE University

To Apply, UAEU Graduates/Alumni should send their CVs to:

cio.office@UAEU.AC.AE

