



Curriculum Coordinator

Company:

With locations in Kansas City and St. Louis, Centriq Training is a technology training company invested in developing and supporting the IT workforce in the Midwest. We train IT Professionals from over 450 companies on Microsoft, Cisco, CompTIA, ITIL, Security, and more. Our 4 Month IT Career Program prepares individuals who want to begin a new technology career. Please visit our website @ www.centriq.com.

Description:

This position focuses on supporting the Career Track Curriculum Lead, as well as the Curriculum Leads for our Systems & Security Administrator and Full Stack Web Developer teams. This role will assist with importing curriculum into our Learning Management System – Canvas, maintenance of course instances, assist with upholding quality assurance processes with various course materials as well as assistance with additional technical platforms, such as Quickly, ZOOM, Microsoft 365 products, etc., and will embrace Centriq's Core Values:

Communication
Empowerment
No Student Left Behind
Teamwork
Recognition
Innovation
Quality

Responsibilities:

- Routinely update Canvas by posting and maintaining current course materials.
- Support instructors, students, and Centriq team to resolve Zoom, Canvas, or SIS technical issues, as needed.
- Inventory control, management, and supply ordering for physical course materials such as laptops and other technology-related supplies for Kansas City and St. Louis locations.
- Work with Student Support Staff to distribute course materials and resources throughout a student's enrollment.
- Update and maintain Canvas environment using CSV files to create course instances and archive completed courses.
- Participate in Curriculum Team meetings.
- Document books and program materials for each program.
- Be self-directed and receptive to feedback.
- Must exemplify initiative, innovation, leadership, and follow-through.

Requirements:

- Bachelor's Degree or equivalent experience.

- Experience in the implementation and optimal use of a Learning Management System (LMS) (Canvas preferred), Zoom Video Conferencing and working in/supporting a Student Information System (SIS).
- Outstanding written and oral communication skills with students, customers, peers, and leadership team.
- Highly motivated self-starter; able to work independently and on a team.
- High standards for quality, customer service, and student experience.
- Strong organizational and documentation skills.
- Intermediate MS Office skills and knowledge of the M365 platform.

Perks and Benefits:

- Competitive Salary
- Health/Dental/Vision/Prescription Drug Insurance
- Flexible Spending Accounts
- Life Insurance
- 401(k)
- Company gatherings and social events