

# CHIEF TECHNOLOGY AND LEARNING MANAGEMENT OFFICER

1 position

**Term:** September 2021

**Location:** Virtual, work from home

**Hours:** variable, 15-20 hours a week, mostly Monday-Friday



UEÉ is seeking an innovative highly skilled Chief Technology and Learning Management Officer (CT&LMO) to provide technical leadership in all aspects of the business and lead the company into the ed-tech industry through the development of a new technology service.

You will make technology recommendations and act as our technology go-to expert. Your role is integral in setting the company's strategic direction, development, and future growth. You will oversee our overall technology development, and learning management system, and manage all technology resources, including personnel.

You should be entrepreneurial, a strategic thinker, customer-centric, a creative problem-solver and an expert in technological development.

## **What you will be doing**

### *Technology Management*

- Develop technical aspects of the company's strategy to ensure alignment with its business goals.
- Recruit and manage a strong, an innovative technical team.
- Discover and implement new technologies that yield competitive advantage.
- Monitor KPIs and IT budgets to assess technological performance.
- Use stakeholders' feedback to inform necessary improvements and adjustments to technology.
- Ensure that technological resources meet the company's short and long-term needs.
- Create timelines for the development and deployment of all technological services.
- Act as a mentor to team members.
- Support facilitators in ensuring technology needs are met during programs (hybrid set-up).
- Stay on top of technology trends and developments.
- Ensure all technology practices adhere to regulatory standards.
- Implement and ensure compliant records management specifications.
- Manage company tools, upgrades and hardware lifecycle
- Liaison between Uearth Education team members and Technical support companies

### *Learning Management System*

- Assure the efficient and effective operation of the learning management system (currently Moodle).
- Perform various aspects of LMS administration, which may include:
  - Understand and articulate system requirements and constraints.
  - Create/publish/archive online courses, add/delete accounts, set/adjust/maintain system parameters, add/delete resources, etc.

August 2021

- Design and develop custom reports.
- Provide training.
- Address technical bugs and other system issues from identification through resolution.
- Provides customer service and technical/functional assistance to the support desk and end users, including responding to phone calls and emails related to user questions and/or problems with an online learning management system (LMS) and identifying, researching, and resolving user questions and problems.
- Liaison with Tech support company

### **What you need for this role**

- Experience with learning management systems (LMS) and/or customer relationship management (CRM) databases.
- Knowledge of technological trends to build strategy.
- Understanding of budgets and business-planning.
- Ability to conduct technological analyses and research.
- Excellent communication skills.
- Leadership and organizational abilities.
- Strategic thinking.
- Problem-solving aptitude.
- BSc/BA in Computer Science, Engineering or a related field; MBA or other relevant graduate degree is a plus.
- 1-2 years working in a technological role.
- 1-2 years of managerial experience.
- Excellent project and team management skills
- Excellent verbal and written communication.
- Bilingual (English/Français) considered an asset.
- Extensive industry knowledge with an eye towards the future.

### **Compensation**

We are seeking a candidate looking to make a time investment as the leader in the development of a new technology service.

You will work closely with the CEO and CFO to develop the new service and act as the primary leader in business development, marketing and sales.

UEÉ can provide minimal base compensation throughout the development of the service. We are open to exploring mutually beneficial compensation structures such as equity, bonuses, commission pay, profit sharing or other performance incentives. We are looking for someone excited to join a growing start up!

### **How to apply**

- Please quote the job position title in your application.
- Follow the steps on our [website](#) to submit your application.
- Selected candidates will be invited to a virtual interview.

<https://uneartheducation.com/wp-content/uploads/2021/08/CTLMO.pdf>