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# Example of Learning Administrator Job Description

Our growing company is looking for a learning administrator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for learning administrator

* Provide input to Event Brief Costing (re
* Perform all duties associated with the cost management of training delivery including cost charging, journal vouchers, cost recovery, and cost reporting
* Secure and/or coordinate classrooms/meeting rooms, audio visual equipment, IT and other resources as needed to support an event
* Manage classroom and conference/meeting room allocation to maximize utilization and prevent capacity issues
* Coordinate class set-up including room configuration and necessary equipment
* Prepare classroom for training event (books, supplies, flip chart, ) and make sure that materials are returned and the room is in good order at the end of the event
* Order, maintain, and stock supplies for classrooms, café and general office usage
* Ensure beverage dispensers and supplies are properly filled/maintained and adequately stocked
* Work with staff and catering vendors to manage/coordinate food planning and catering for internal and certain outsourced events, , lunch and special event catering for Learning Center classes and other events
* Respond to facility requests and issues (reserving meeting space, classrooms and setting up building tours)

## Qualifications for learning administrator

* Ability to relate well and communicate with people across all levels of the hierarchy, people across the globe
* Experience with rapid development tools (Captivate, Storyline) and learning data communication standards (SCORM
* Experience in HR learning processes with learning management system would be an advantage
* Curriculum management experience is required
* 2-3+ years of experience configuring, administering and troubleshooting HR and/or Learning Management Systems
* Experience with SCORM / AICC content and eLearning development tools such as Articulate Storyline 2, Camtasia, Captivate is preferred