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# Example of Learning Administrator Job Description

Our innovative and growing company is hiring for a learning administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for learning administrator

* Handles logistics for select training activities across the organization
* Manages components of the L&D budget including equipment ordering or replacements
* Tracks and allocates Learning & Development invoices and expenses
* Handles LMS request around proxy’s, rosters and legal request
* Support printing process for training material and scheduled classes
* Create and maintain custom LMS reports, tests, surveys, evaluations and build dashboards as needed
* Upload and assist with testing course content which may include publishing online courses and modifying instructor-led sessions
* Maintain and organize LMS course catalogs, including updating course properties, creating courses / curriculum
* Provide support for all users to educate and orient them to the LMS and its usage
* Provide help desk support for LMS including researching, logging and resolving issues/problems, unexpected results or process flaws

## Qualifications for learning administrator

* Maintain a professional image and stay cool under pressure
* Recent experience with the administration of Canvas and D2L, preferably in a higher education environment
* Experience with Windows and OS X desktop platforms in addition to iOS, Android, and Windows mobile
* Knowledge of .NET, Sharepoint and Wordpress preferred
* Experience with the ITIL framework and ITSM is a plus
* Bachelor’s Degree strongly preferred (communication, organizational development, psychology, business administration, education)