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# Example of Learning Assistant Job Description

Our growing company is looking to fill the role of learning assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for learning assistant

* Draft technical and installation training materials including material preparation, interviews, material editing and illustration
* Prepare e-learning courses using Storyline software
* Support in training activities as facilitator
* To be the first line of contact for all things L&D- from training requests, invoices, room bookings, liaising with internal and external contacts and so much more
* To support the Development Partners, Advisors and stakeholders from around the business on various projects including reviewing digital and face-to-face content, providing data to evaluate the success of our interventions, setting up training sessions, writing communications and reviewing our platforms to make sure the learner experience is positive
* To market our Development offer across all appropriate channels in order to generate interest and drive attendance
* Communicate and coordinate LLC activities among the various campus entities impacting the program
* Provide support for programming and logistics required for co-curricular activities associated with LLC, especially as they related to Housing
* Develop program eligibility criteria, marketing initiatives and related support aimed at selection process for incoming freshmen
* Organize and coordinate the LLC schedule to include administrative agenda

## Qualifications for learning assistant

* 7+ years in SABA support role
* Degree holder with minimum 6 years of L&D experience
* High school diploma or GED required, 2 year college degree in business a plus
* 2+ years of work experience in an Administrative / Office or HR Assistant role
* Advanced knowledge of office automation tools
* Previous corporate function experience highly desirable