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# Example of Learning Coordinator Job Description

Our company is growing rapidly and is hiring for a learning coordinator. 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 coordinator

* File and maintain up-to-date training materials, curricula, and facilitators' files
* Communicate registered participants' demographic information and relay any specific needs of the group for the upcoming workshop
* Assure quality control by reviewing and sharing evaluations with facilitators and updating Assistant Director of Learning & Development on pertinent information
* Assist Assistant Director of Learning & Development and/or the Learning Collaborative on special projects as needed
* Serve as Academic Mentor for highest at-risk student-athletes
* Develops and/or strengthens academic skills including time management, organization, study skills, subject specific tutoring (Math, Science, general studies), and prioritization across all related subject areas
* Create and coordinate academic development programs for "at-risk" student-athletes to be implemented on individual and group basis
* Communicates with Academic Coach on student-athlete’s academic progress, grade projections, and grade updates daily
* Act as a resource and provide training as needed for students, tutors, and staff in the areas of study skills, learning strategies and disability identification
* Assist with Emerging Scholars program, which is a program designed to monitor at-risk student-athletes throughout the semester

## Qualifications for learning coordinator

* CIPD Studier would be desirable
* Co-ordinating the delivery of International training programmes
* Act as main point of contact for L&D queries and manage the L&D team central email box
* Provide support on Discovery’s Learning Management System and LOOOP Learning Communities
* Administrate invoicing, cross charging and supplier set up process
* Proven administrative and organizational skills, preferably in an L&D/HR role