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# Example of Learning & Development Administrator Job Description

Our innovative and growing company is searching for experienced candidates for the position of learning & development administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for learning & development administrator

* Drive utilization of Learning Management System and E-Learning Systems
* Collaborate with ITS in the configuration, maintenance, documentation, and support of hosted services in a production environment
* Serve as an escalation contact for support issues, including interactions with Learning Management System
* Create, manage, and enforce LMS standards, policies, and procedures
* Provide knowledge transfer of SABA LMS skills for redundant and future support
* Serves as a consultant in LMS products, functionality development methodology and application
* Responsible for resolving technical concerns in active and inactive courses
* Monitors appropriate usage by instructors of copyrighted materials, and conveys current information concerning copyright laws
* Responsible for creation of courses in LMS and enrolling users
* Responsible for proper user rights assignment to maintain proper system security

## Qualifications for learning & development administrator

* Design, moderate, deliver and record virtual sessions for a global FTI audience
* Maintain and update and improve existing content in the LMS
* Supporting the development of blended learning solutions, e-learning and classroom courses
* Manages the logistics of all of the various leadership and development programs for both our Branchville and regional locations
* Monitors departmental budget and actual expenses to ensure alignment
* Learning Management System (LMS) administrator for various technology platforms used by the department and provide assistance to employees