Downloaded from <https://www.velvetjobs.com/job-descriptions/learning-management-system-administrator>

# Example of Learning Management System Administrator Job Description

Our innovative and growing company is searching for experienced candidates for the position of learning management system administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for learning management system administrator

* Exhibits strong business process understanding and consults to improve leveraging of system capabilities
* Assists with HR Technology projects by providing business process and data analysis support
* May provide project management support for smaller projects
* Produces system documentation and maintains course catalogs
* Oversee the daily administration of the LMS and its users
* Partner with leadership and other system administrators to configure, maintain, manage, and operate the LMS to reflect and communicate our business processes and events
* Maintain system security roles and supporting content (e.g., profiles, forms, templates, settings, notifications)
* Partner with colleagues and third-party vendors for system maintenance and integrations of solutions
* Work with third-party providers to keep up to date on quarterly release system specifications, manage system changes, identify impacts to system, and communicate updates to impacted stakeholders
* Create and update system processes, procedures, and support documentation for each impacting release

## Qualifications for learning management system administrator

* Must possess excellent problem-solving skills to help maximize the benefit of business goals
* Proficiency in MS Word, Excel, PowerPoint, Outlook and Articulite e-learning software
* Must possess the ability to work a flexible work schedule during special projects (including nights, weekends and holidays)
* Strong editorial skills, including scheduling and tracking deliverable
* Exceptionally detail-oriented and organized
* Highly technology literate