



Example of LMS Administrator Job Description

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Our company is growing rapidly and is looking to fill the role of LMS administrator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for LMS administrator

- Provides daily administration of global domain accounts including the management of learning activities
- Acts as the point of contact for any configuration changes that must be made to the system or one of its domains as necessary
- Coordinate, train and monitor data entry with other LMS Administrators/trainers and assist in end user training of LMS application
- Responsible for auditing compliance training, monitoring data integrity, editing data and records to ensure accuracy for prepared reports
- Supports line of business systems administrators to resolve issues pertaining to the technical functionality of the LMS
- Works closely with line of business system administrators and learning content developers to test, publish, and manage training content
- Ensures LMS system standards, policies and procedures are implemented and followed
- Participates in the quality assurance process to ensure the accuracy and integrity of all information and data residing in the LMS
- Assists with or handles a variety of department clerical and administration functions and processes and works with other departments to resolve issues and implement changes
- External vendors (facilities, parking, catering, hotels, supplies)

Qualifications for LMS administrator

- LMS / Cornerstone experience preferred
- Must be a strong team player and possess influencing skills
- Knowledge of Cornerstone on Demand preferred
- Must be detail oriented with excellent organizational and interpersonal skills