



# Example of LMS Administrator Job Description

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Our company is searching for experienced candidates for the position of LMS administrator. 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 LMS administrator

- Build User Group Structure
- Optimize, vet, and maintain LMS content
- Working with subject matter experts, determine the right training type for content and intent (i.e., instructor led vs
- Upload new curricula, which includes curricula created by L&D and SME curriculum designers curricula corresponding to SOP read-and-signs
- Create new accounts in LMS for full-time and temporary staff
- Assigning curricula to new hires and existing employees
- Evaluate curricula for appropriate assignment and timing
- Create, edit and maintain training items, curricula, users, and user groups in the LMS
- Create, assign and maintain Qualified Trainer Forms in collaboration with L&D
- Monitor and Manage LMS curricula in partnership with managers and SMEs

## Qualifications for LMS administrator

- 3+ experience with administration of Learning Management Systems
- 2+ years of experience with industry content models and standards such as SCORM
- 2+ years of experience providing reports and analytics from LMS
- Demonstrated ability to work well in a diverse, dynamic and fast-paced environment

- Working operational experience and understanding of Jive community platform moderation in forums, blogs, documentation and messaging