



Example of LMS Administrator Job Description

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Our growing company is looking to fill the role 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

- Manage upgrades and technical releases for the LMS in partnership with vendor and other site LMS Administrators
- Troubleshoot and repair LMS in partnership with LMS vendor
- Test internal and vendor configuration changes
- Understand how LMS interacts with other key systems
- Updating system related procedures, work instructions and training manuals as required
- Provide end-user support for LMS users
- Facilitate annual (comprehensive) review curricula
- Support Employee Development team in delivering successful experiences including
- Assists in creation, management, and enforcement of LMS standards, policies and operating procedures
- Create infrastructure

Qualifications for LMS administrator

- Knowledge of HR programs, policies and practices
- Must have ability to learn new languages and adapt to new programming paradigms
- VMWare Virtualization and virtualized VmWare server experience
- Demonstrate a commitment to mastering the skills related to learning

- Three years of experience managing and implementing a Learning Management System
- Knowledgeable of integration with 3rd party vendors