LMS Specialist ****

**Title**: LMS Specialist

**Type**: Full-Time/Non-Exempt

**Reports to**: Training & Development Manager

**Job Description:**

The LMS Specialist is an entry-level position responsible for supporting the administration, functionality and improvement of the Cornerstone Learning Management System (LMS), called Wright Service Corp. University (WSCU). This role will support and collaborate with the LMS Administrator, who manages the LMS and relationships within the organization who use the LMS.

**Responsibilities**:

* Assist with the administration, maintenance and management of the learning management system (LMS)
* Manage the LMS Help Desk email inbox, assisting field employees with LMS enrollment and/or course issues
* Assist with LMS data integrations
* Generate standard and custom transcript reports as needed by the business
* Assist with the coordination and implementation of the LMS system enhancements and upgrades
* Perform regular quality assurance within the LMS
* Assist with the maintenance of standard operating procedures (SOPs), best practices and guidelines for internal use of the LMS
* Build and manage curriculum structure through establishing course programs in collaboration with the LMS Administrator
* Maintain subject matter expertise of the LMS through on the job training, continuing education, workshops and vendor conferences
* Perform other duties as assigned or related

**Requirements**:

* Associate degree or equivalent experience required
* Proficient with Microsoft Excel, Word and Outlook required
* Strong organizational skills required
* Excellent communication skills required
* Knowledge of HTML is a plus
* Background or education in LMS Administration/Coordination, IT or related field is preferred

If interested in exploring this opportunity, apply here:

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<https://jobs.ourcareerpages.com/job/552996?source=ccp&key=G%2fbZ%2fZh1%2bdIQwW4OKoVDBTB2kS58Q1DMZbdwjpKF4IA%3d>

If you have questions about this opportunity, please contact:

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* Rose Christenson – Training & Development Manager – Wright Service Corp.

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