

TALENT DEVELOPMENT LMS ADMINISTRATOR

About The Role

The Talent Development LMS Administrator will be responsible for designing and implementing the LMS structure for our newly combined organization, including putting in place LMS standards for all administrators. Post-implementation, you will be maintaining and ensuring effective management of the LMS, including testing and posting new content, troubleshooting administrative and user technical issues, ensuring accurate user enrollment, assignments and assessment scoring, documenting processes, developing reports and queries for a variety of internal and external constituents, along with training administrators across the organization.

Responsibilities

- Monitoring and reporting on annual training compliance and other initiatives providing periodic updates to each operation to ensure completion are required.
- Partnering with Talent Development Center, Learning Administrators and subject matter experts to create, implement, deliver, maintain, and measure learning/performance for all programs.
- Providing technical support, troubleshooting, and guidance to LMS users.
- Maintaining optimal function of the LMS, which may include customization, development, course, and user maintenance, LMS reporting and LMS Configuration.
- Programming custom functions and documentation such as automated queries, filters, macros, and reports.
- Archiving courses and curriculums, maintaining LMS inventories (course catalog) and LMS reporting.

Qualifications

If you don't think you meet all of the criteria below but still are interested in the job, please apply. Nobody checks every box, and we're looking for someone excited to join the team.

- 6+ years of experience working within an LMS (Workday preferred). Thorough understanding of all areas of information systems with a highly technical understanding of at least one commercial LMS product.
- Bachelor's degree in Information Technology, Human Resources Management, Business Administration, or related field required.
- Excellent skills in visual design for presentations, operating Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and utilizing audio/visual equipment for optimal delivery and facilitation of initiatives.
- Strong analytical and problem-solving skills.
- Strong business insight and judgment, team orientation and collaborative style.
- Familiarity with human resource policies and procedures to ensure the LMS meets organizational needs and goals is preferred
- LMS Admin would be able to work independently with little direction.

Location

This position can be based out of any of our Cleveland-Cliffs locations.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.