



Job Description

Title: Learning Management System Administrator

Ashton College, based in Vancouver BC, is seeking a dedicated and experienced Learning Management System (LMS) Administrator to join our team. The ideal candidate will have a strong technical background and a passion for education. As an LMS Administrator, you will be responsible for the day-to-day operations of our learning platform, ensuring its smooth functionality and optimal user experience.

Responsibilities:

- **System Administration:** Configure, maintain, and optimize our LMS platform, including user management, course creation, and reporting.
- **Technical Support:** Provide technical assistance to learners and instructors, troubleshooting issues and resolving inquiries.
- **Data Management:** Ensure data integrity and security within the LMS, including backups, updates, and compliance with relevant regulations.
- **Reporting and Analytics:** Generate reports and analyze data to track learning progress, identify trends, and inform strategic decisions.
- **Integration:** Integrate the LMS with other systems and applications as needed.
- **Continuous Improvement:** Stay updated on the latest LMS trends and technologies, recommending improvements and enhancements.

Qualifications:

- Proven experience as an LMS Administrator or in a related technical role.
- Strong technical skills, including proficiency in LearnWorlds or similar
- Excellent problem-solving and troubleshooting abilities.
- Strong communication and interpersonal skills.

Contract: One year renewable. Full-time (8 hours per day) 8:30 am to 5:00 pm PT. Work from home.

Hourly Rate: To be negotiated

Please submit your resume to hr@ashtoneducation.ca.