

# Learning Management System (LMS) User Validation/Testing Specialist

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## POSITION SUMMARY:

The individual will assist with the critical content and data integration conversion of data from one Learning Management System (LMS) to another from a user perspective. She/he will work closely with the Learning and Development Project Manager and team to support the project in terms of helping to research, populate, test, and train on the new LMS product to ensure a high quality and timely product delivery of March 2010. In addition, she/he may assist with tracking project tasks related to the LMS implementation.

## ESSENTIAL FUNCTIONS:

- Learn the new LMS system capabilities and understand how this relates to our current LMS system
- Learn the basic IMA elearning products to be added to the LMS
- Work with team to help define the key data elements needed to populate the new LMS
- Take on specific tasks relevant to defining, populating and validating data the new LMS.
- Assist with user and system testing of the new LMS product
- Participate in the test planning, user and reporting documentation process
- Assist with developing training materials and teaching others on the LMS
- Participate in on going Project Management team updates
- Assist with ad hoc tasks as related to LMS project

## POSITION REQUIREMENTS:

### Experience, Competencies and Education

- Strong working knowledge of Learning Management Systems (LMS) from a product/functionality/testing perspective and experience in converting from one LMS to another
- Strong working knowledge of e-Learning technologies.
- Familiarity with Learning and Development (Training) functions/concepts
- Strong organization, follow up and reliability skills to get the job done
- Strong assimilation skills
- Demonstrated analytical and problem solving skills
- Able to hit the ground running and flexible/willing to handle variety of tasks
- Strong attention to detail
- Comfortable with team work as well as working independently

## **LMS User Validation/Testing Specialist**

- Proven ability to multi-task
- Strong knowledge of Microsoft Office applications (Word, Excel, Project Management, Power point )
- Bachelor's Degree or equivalent experience
- Accounting background preferred
- Part-Time, Temporary status with possibility of working full time during crunch times