



Vyoma Linguistic Labs foundation

Position and role: E-learning Administrator

Reporting to: E-Learning Manager

Interfaces with: Technology, Linguist(content), Process, Pedagogy, Learner, Teacher

We are hiring an E-learning Administrator for managing the end-to-end E-learning process of all online courses and other learning programs offered by the company.

To do well in this role, you should be able to

- Understand the various steps involved in a course-cycle for delivering full-fledged E-learning courses.
- Understand the structure and functionality of the Learning Management System(LMS) used by the company.
- Keep track of multiple courses at the same time both ongoing and upcoming courses and not miss any deadlines.
- Understand the processes and implement them without any process failures.
- Quickly understand and resolve problems with all stakeholders.
- Be willing to devote time outside fixed working hours as required.

Responsibilities :

- Perform day-to-day functions within the LMS such as maintaining and assigning required learning modules, creating and uploading online modules, and maintaining system functions.

- Administer Sanskritfromhome Learning Management System including course creation and enrolment
- Maintain existing online courses
- Audit courses for broken links and content functionality
- Update and prepare courses prior to the course start
- Maintain validity and accuracy of course completion certification process and records.
- Develop and maintain system best practices and operating procedures documentation.
- Work with the academic partner to ensure created sections, copy courses, ensure enrollments, and validate course configuration
- Provide documentation, tracking, and report data associated with the position duties, account information, course and assessment data.
- Deploy and maintain assessments
- Complete all tasks associated with the course completion at a course end
- Perform other related duties as assigned by the Supervisor
- Ensure the release of courses in a timely manner.
- Submit monthly MIS reports to management.

Eligibility :

- Bachelors degree / Engineering/ BCA/ BBA.
- Freshers or 1 year experience
- Proficiency in Microsoft Office, YouTube.
- Good written and verbal communication skills in English.
- Excellent interpersonal skills.
- Knowledge of Sanskrit is definitely an added advantage.