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Online Learning Manager

Job Description



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Online Learning Manager Overview

A Learning and Development team member to support our customers and their success using our online universities and virtual training. In this role, you will help organizations transform through careful instructional design, LMS administration, and thoughtful customer service.

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Essential Job Functions

- Administration of online universities via Litmos Learning Management System
- Partner and collaborate with SMEs and key business stakeholders to develop and implement online courses with clear objectives and measurable impact
- Edit and organize delivery material including testing and validation of course content; creation of eLearning materials including web-based training, QRCs, Job Aids, instructional slides, videos, and assessments
- Contribute to the rollout of new initiatives and projects; this can include assistance with proposals and the testing of new technologies and LMS features
- Assist with compliance tracking and reporting, as well as project administration and client records

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Education and Experience

- Bachelor’s degree with 2+ years of experience in learning and development
- Experience with course design and tracking learning objectives in an LMS
- Advanced in Microsoft Office Suite (Word, PowerPoint, Excel, and Publisher)
- Software experience with ERP such as Oracle, SAP, Infor, or Netsuite
- Ability to translate business needs into high-impact learning objectives that enhance and support business performance; to write effective instructional text and audio/video scripts
- Customer Service experience and ability to initiate and build relationships with people

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Working Environment

Area	Details
Hours of work	Full-time position, 40 hours a week, flexible schedule
Work Location	Colorado front-range preferred; 1-2 days in the Greenwood Village office per week
Travel	Minimal travel is possible for this position; approximately 1-2 trips per year
Salary	Commensurate with experience
Benefits	PTO, flexible work hours, 401k with matching contribution, annual healthcare reimbursement, hybrid work location, cell phone stipend

All qualified applicants will receive consideration for employment without regard to race, sex, color, religion, sexual orientation, gender identity, national origin, protected veteran status, or on the basis of disability.