



## **LMS SPECIALIST**

The American Society of Anesthesiologists (ASA) is a medical association which serves a growing membership of more than 53,000 physician anesthesiologists, medical students and care team members. At ASA, we strive to be the best medical society in the world by offering superior educational opportunities and resources. Colleagues in Washington D.C. fiercely advocate on behalf of our members and strive to implement and enhance policies that benefit physician anesthesiologists and the specialty. At ASA we're collaborative, dedicated to our members, committed to excellence and continuously improving. As a testament to these values we were named one of Chicago's Best & Brightest Companies to Work For® in 2018 and 2017, and a winner of the 2018 and 2017 Best and Brightest Companies to Work For in the Nation®. To further strengthen the organization, we're seeking individuals who are talented, knowledgeable, motivated and agile. If these qualities resonate with you, you may be the perfect addition to our growing staff!

### **Position Summary:**

This position works closely with instructional designers and program teams to structure and organize content ensuring an optimal user experience. Serves as the business point of contact for technical problem resolution and training communication for users and business partners. Solves complex problems; taking a new perspective using existing solutions.

### **Primary Position Responsibilities:**

- Troubleshoots and resolves issues, analyzes trends for future improvements to content management, workflow processes, and user experience.
- Fosters and maintains the relationship with the LMS Vendor collaborating with IT and business units on technical solutions to ensure we are capitalizing on the LMS functionality.
- Ensures LMS supports performance and quality of eLearning products working with Instructional designer, IT and Drupal/Moodle programmers.
- Provides technical support, guidance and representation with contractors, vendors and/or other product specialists.
- Provides administrative support for the LMS generally focusing on tier 2 level support for internal department(s) support and end users.
- Liaison with LMS vendor as a technical liaison to maintain the LMS and manage upgrades and customizations.
- Uses the instructional design scripts, assembles different elements (text, audio, video, graphics and animation) into a coherent program, develops the rapid prototype, creates databases and constructs reporting mechanisms used for student tracking and debugs the program through alpha and beta tests.
- Develops action plans, timetables, benchmarks, quantitative targets for online program and projects.
- Produces and analyzes system reports and recommends best practice solutions to creative design or technical requests or related issues with LMS system and learning activity configurations.
- Supports development projects with technical documentation; track development schedules and deadlines.
- Defines detailed written business requirements for functionality enhancements, testing strategies and coordinate implementation communication with users.
- Documents standard operating procedures around daily business processes, and provides training and support for business partners.

**Position Qualifications:**

- Bachelor's degree in Technology. Master's degree preferred.
- Minimum 3 years of experience with LMS administration, content management and database system. Moodle/Totara experienced preferred.
- Experience running a website with 10,000+ registered users, medical or large association experience a plus.
- Knowledge of SCORM, AICC, Articulate Storyline, Lectora, Camtasia, and Adobe Captivate preferred.
- Experience with CRM or association membership management.
- Ability to manage and coordinate multiple complex and interrelated assignments in a fast paced, task-oriented environment and with emphasis on speed to market.
- Demonstrated ability to simultaneously handle a large and diverse number of technical tasks and issues with tact, cooperation and persistence.

Please follow the link to apply: <https://recruiting2.ultipro.com/AME1090ASAN/JobBoard/79dc62ee-25a8-40d7-92fe-8327b8e4afb5/Opportunity/OpportunityDetail?opportunityId=3bfa7553-ce93-4ff0-9a8b-d3b55e99266c>