

# Responsibilities of an LMS administrator

An LMS administrator is mainly in charge of **maintaining a Learning Management System**. They make sure that the operational performance of the software is on track and often provide technical leadership in support of the system.

The administrator defines user roles and works with LMS providers to remain up-to-date on system specifications and updates. They identify any **opportunities for process and quality improvements** and provide feedback on any defects that may be present.

These administrators are in charge of communicating any changes to the field as needed and are required to create training courses for employees on a weekly, monthly or yearly basis.

They maintain procedures to ensure the security and integrity of systems and provide end-user support when needed.

## What are the responsibilities of an LMS administrator?

- Maintaining a Learning Management System
- Making sure that the operational performance of the software is on track
- Providing technical leadership in support of the system
- Defining user roles
- Working with LMS providers to remain up-to-date on system specifications and updates
- Identifying any opportunities for process and quality improvements
- Providing feedback on any defects that may be present
- Communicating any changes to the field as needed
- Creating training courses for employees on a weekly, monthly or yearly basis

- Maintaining procedures to ensure the security and integrity of systems
- Providing end-user support when needed