

Executive - LMS administrator

About LINC Education

LINC Education (www.linceducation.com), based in Singapore, Australia and India, is a technology-enabled education firm providing high-quality online teaching and learning design-related services to universities worldwide. LINC Education's services are customised for each university and provide a superior learning experience to students.

LINC Education is founded by seasoned professionals from an IIT / IIM / ISB background and more than 30 years of combined education sector experience. The company is well-funded by global education and technology investors and offers a unique opportunity to young, enthusiastic individuals looking to join the founding team on a remarkable journey.

We are backed by [OES](#), Australia's largest online education company, and offer unmatched global opportunities for our students and employees. We are a team of **500+ certified educators worldwide** that has **successfully delivered international education to 20,000+ students**. We have been **handpicked by the top 1000 institutions** across the globe to bring overseas study programs to international students.

Excitingly, The WorldGrad has received prestigious awards:

- Asia Pacific HRM Congress Award for [Employee Engagement in 2023](#): Recognizing our dedication to creating a dynamic and inclusive workplace.
- Highly Commended Citation at [the PIEoneer Awards](#) in London for Digital Innovation of the Year - Learning: Highlighting our commitment to innovation in education and technology.

Business Overview

LINC Education predominantly works with Australian and UK universities and colleges to support online degree and foundation programs. LINC provides high-quality, proactive 1-1 teaching to students at partner universities to significantly improve completion rates. LINC also designs and develops customised learning content for its university partners to global quality specifications. The services are provided through LINC's fast-growing pool of educators (called LINC Fellows) based in India and Australia.

Why join LINC?

LINC is a pioneer in global academic services with unique education delivery capabilities. LINC's services' core is its pool of 200+ LINC Fellows in India and Australia. LINC has highly valued long-term relationships with its global university partners.

LINC offers an exciting opportunity for learning designers to join a cutting-edge education services and technology environment with a strong value proposition for students, educators and universities. The Executive (Learning Design) will play a key role in helping LINC build its online content development capabilities to launch new products swiftly for its university partners.

Executive LMS administrator – Learning Design

Role Definition

LINC Education seeks a young and talented LMS administrator with 1-2 years of experience to provide technical support in managing **various learning management systems (LMS), especially Moodle**. The LMS Administrator will assist the Learning Design team with its facilitating capabilities.

The LMS administrator will work with the LINC Learning Design team to troubleshoot modules on various LMS, such as Canvas, Blackboard, and preferably Moodle.

The Executive - LMS administrator will cover the following key areas:

Coordination

1. Coordinate with the academic team to know the requirements for each study period.
2. Coordinate with the operations team to arrange timetables and schedule webinars and other online sessions.
3. Generate and share assessment and test paper requirements.
4. Acknowledge emails and provide first-hand solutions to the internal teams.
5. Maintain a register to track issues and challenges faced during each study period.

Troubleshooting

1. Troubleshoot and support facilitators and operations team on any Moodle issues.
2. Troubleshoot and resolve issues relating to system functionality and software systems.
3. Reviews and monitors system performance.
4. Works with the Learning Designers to troubleshoot and resolve related technical issues. to access the LMS and course content.

Who are we looking for?

1. 1-2 years of experience as an LMS administrator or in a similar position.
2. Candidate should have worked on Moodle, Canvas, and Blackboard, preferably Moodle.
3. Knowledge of analytical skills to extract student information from Moodle.
4. Good spoken and written English language skills.
5. Should have an eye for detail and spot known or new LMS-related issues.
6. Should have the quality to remain structured and multitask.
7. Ability to troubleshoot and resolve technical issues.
8. Ability to collaborate with others at all levels of the organisation.
9. Ability to gain new technical skills quickly.
10. Must have a Bachelor's degree.
11. Certification relating to learning management system administration will be a plus.

Location: Godrej Campus (Vikhroli West), Mumbai

Timing: Available to join at the earliest

Selection Process and Next Steps

Interested applicants should send their resumes specifying their experience, qualifications (including grades achieved in their degree programs), achievements, and a cover letter to recruitment@linceducation.com with the subject "Application for LMS administrator".