

# COLLEGE UNBOUND

**Title:** Learning Systems Administrator  
**Location:** Providence, RI  
**Status:** Full-time  
**Schedule:** Hybrid  
**Salary Range:** \$65,000 - \$75,000 Annually

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**Organizational Overview:** College Unbound (CU) is an accredited and state-approved college whose mission is to reinvent the higher education experience for underrepresented returning adult learners. Through rigorous and engaged scholarship, College Unbound integrates students' own purposes for learning with the needs of their workplaces and communities, improving the lives of the students and the lives of those they touch. Started in RI, College Unbound now supports students across multiple states and looks to continue to develop an infrastructure to support this developing model.

**Position Summary:** Reporting to the Director of Transformative Teaching & Learning, the Learning Systems Administrator manages the day-to-day operations, configuration, and maintenance of CU learning management systems. The Administrator ensures the effectiveness and integrity of CU's Learning Management System (LMS) and is responsible for user management, creation of course shells, course uploads, troubleshooting technical issues, generating reports, and ensuring system security and compliance. Key tasks include automating workflows, enhancing faculty effectiveness in the use of the LMS, and optimizing the learner experience.

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## **Primary Duties and Responsibilities:**

- Administer and maintain the Moodle LMS, including system updates, user management, plugins, the development and uploading of course shells, templates, and instructional materials.
- Ensure that the College's learning management system effectively supports curriculum delivery and faculty/student needs.
- Perform troubleshooting of LMS systems and processes, and develop and provide LMS learning tools for students and faculty.
- Provide technical support and assistance to faculty, staff, and students in the use of the LMS and instructional technologies.
- Develop and deliver workshops for faculty and students on effective use of the LMS and other instructional technologies, and develop related video, web, and multimedia instructional support materials.
- Develop and maintain documentation, processes, and support resources related to the LMS and instructional technologies.

- Evaluate, recommend, pilot, and work collaboratively with Lifelong Learning staff to implement new instructional technologies and tools that align with goals and priorities.
- Monitor and analyze LMS usage and performance data to identify trends to be shared with the Lifelong Learning team to inform decision-making and ensure continuous improvement.
- Design and distribute standard or custom reports on training completion, compliance, and system usage.
- Collaborate with faculty and staff to integrate instructional technology solutions within Moodle that support and enhance teaching and learning.
- Develop and maintain documentation, processes, and support resources related to the LMS and instructional technologies.
- Evaluate, recommend, pilot, and work collaboratively with Lifelong Learning staff to implement new instructional technologies and tools that align with Lifelong Learning goals and objectives.
- Collaborate with other areas of the college to ensure a seamless user experience and to address any system issues that arise.
- Support and maintain integration with HRIS, CRM, or identity providers.

**Required Qualifications:**

- Bachelor's Degree in Computer Science, Instructional Technology, Educational Technology, Information Technology, or related field.
- Three years of experience administering a learning management system (Moodle, Canvas, Blackboard, etc.) in an educational setting higher or related field.
- Intermediate experience in using and supporting various instructional technologies and tools, such as multimedia authoring tools, web conferencing platforms, and content management systems.
- Knowledge of instructional design principles and learning theories, and knowledge of universal design for learning, accessibility, and usability standards in digital learning environments.
- Familiarity with SaaS platforms, SCORM/xAPI, and basic HTML or CSS.
- Excellent organization and project management skills, and the ability to handle multiple tasks.
- Ability to collaborate effectively with faculty and staff and employ creative problem-solving.
- Commitment to timely support for faculty related to the LMS and the design of course shells.
- Outstanding written and verbal skills.
- Strong technical and computer skills.
- Comfort with Google Suite.

**Preferred Qualifications:**

- Master's degree in a related field.
  - Experience in administering the Moodle LMS.
  - Previous teaching experience.
  - Experience in higher education or training settings in other contexts.
  - Knowledge of HTML, CSS, and JavaScript for web-based content creation.
  - Familiarity with SCORM, xAPI, or other eLearning standards.
  - Certifications in instructional design, eLearning development, or related areas.
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**Application Instructions:**

Applicants should submit a cover letter and resume to [jobapplications@collegeunbound.edu](mailto:jobapplications@collegeunbound.edu) with "**LSA Position**" in the subject line or directly on these sites, [Indeed](#) and [Idealist](#). Review of applications will begin immediately. The deadline for applications is May 22, 2026.