

Elite (VLE) Administrator

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Roles & Responsibilities Level	Team Member
Type	Permanent, Full Time
Location	London Bloomsbury
Salary	Up to £24,000 per annum plus benefits
Closing date	Monday 15th May 2017 at 9am

You will be responsible for the day to day implementation and management of the University's Programmes on our Virtual Learning Environment (Blackboard) and for providing user support.

In this role you will ensure that programme structures are built, documented and checked against our quality assurance systems with any issues being highlighted and resolved; this will also involve assisting in the development, documentation and implementation of VLE testing procedures to support the demands of an expanding system.

You will actively liaise with a variety of stakeholders to ensure that any programme requirements and approved system changes are implemented; this may also involve training system users and programme designers in the use of the VLE.

For this role you will need to have a Library and / or Information Management, Information Science or Information Studies qualification (or equivalent). You will be experienced in scheduling project activities, workloads or deadlines and be able to demonstrate good organisational skills. A logical and structured approach to work accompanied by an attention to detail is crucial as is the ability to liaise with a variety of people and influence their working practices.

Interview date: Friday 19th May

Please visit our website at www.law.ac.uk/about/vacancies-at-the-university-of-law for further information and to complete an application form. CVs will not be accepted. No Agencies please.