Elite (VLE) Administrator

VLE/Blackboard (ELITE) Administrator

Roles & Responsibilities Level	**Team Member**
Type	**Permanent, Full Time**
Location	**London Bloomsbury**
Salary	**Up to £24,000 per annum plus benefits**
Closing date	**Tuesday 30th 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 and for providing customer support when necessary.

In this role you will ensure that course 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 course 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 designers in the use of the VLE.

For this role you will need to hold a degree (or equivalent) relevant to the role. You will be highly 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 9th June

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.