

Virtual Learning Environment (VLE) Administrator

The University of Law is one of the UK's leading provider of legal education and training, working right at the heart of the legal profession. We bring together teaching of the highest quality, a focus on practical skills and innovative learning styles to deliver perfect preparation for life in legal practice and ongoing professional development.

We are in an ongoing, exciting period of growth and expansion, as a result of that we are looking for outstanding people to join our committed and passionate team of professionals.

We currently have the following vacancy within our VLE Team. This is an exciting time to join our small team, as we look to shape the future of e-learning at the University.

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

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 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 in the use of the VLE.

For this role we are seeking an enthusiastic individual with a commitment to providing a high quality service. You will be experienced in delivering a variety of project activities and be able to demonstrate good organisational skills required to meet strict deadlines. 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.

Please visit our website www.law.ac.uk/vacancies for a full job description, person specification and application form. Please email your completed application form to work@law.ac.uk.

Please note, CVs will not be considered and only application forms are accepted for this role.

For an informal discussion about the role please email matthew.brewer@law.ac.uk.

No agencies please.

The University of Law is committed to the equality of opportunity.

Roles & Responsibilities Level
Type
Location
Salary
Closing date
Interview Date

Team Member
Permanent, Full Time
London Bloomsbury
£24,500 per annum plus benefits
Wednesday 30th May 2018 at 5PM
Friday 8th June (TBC)