LEARNING MANAGEMENT SYSTEM GRAD ASSISTANT

SUMMARY
Scope: Lead the effort to develop, create and implement a learning program for volunteer and staff utilizing Learning Management System (LMS) software on behalf of The Association of Former Students.

DUTIES
Essential Functions:

- Work collaboratively with staff to develop learning objectives for volunteers and staff.
- Create outline and timeline for learning plan(s) based upon objectives.
- Assists with organizing and leading departmental creation of LMS content.
- Review, provide feedback and build trainings in LMS software.
- Assists with implementation and launch of learning plan.
- Responsible for creating measurable outcomes.
- Assist with ensuring appropriate consistency between all trainings before going live to each volunteer constituency.
- Conducts meetings
- Abides by The Association of Former Students policies and procedures.

Participates and provides input on various Association-wide activities which may include:

- Actively contributing to efforts to achieve donor growth goal of 100K by 2020.
- Providing on-site event support for Board and Leadership Council Meetings.
- Participation on internal event and task committees.
- Participation in Association events including, but not limited to, All-Aggie Grad Party, Ring Delivery, Reunions, Distinguished Alumni Gala and Game Day events, as needed.
- Represents The Association as needed at events.

Acts as an ambassador for The Association by meeting Team Expectations; supporting The Association’s fundraising, branding, and communications efforts; and fostering relationships with former students, current students, parents, faculty, staff and friends of Texas A&M. Occasional other duties as assigned.

SUPERVISION
Received: Vice President for Administration
Given: None

EDUCATION
Required: Current student at Texas A&M University
Preferred: Pursuing a Bachelor’s Degree in Human Resources

EXPERIENCE
Required:
Preferred:

KNOWLEDGE, SKILLS AND ABILITIES
Required: Excellent oral and written communications skills as well as Microsoft Office skills. Ability to maintain confidentiality of sensitive information. Must be able to work in a collaborative team environment. Task and detail oriented. Ability to multi-task and work cooperatively with others.

PHYSICAL REQUIREMENTS

Employee: Vacant
Revised: December 2019
Required: The position requires moderate physical effort on a daily basis such as walking, bending, and standing for long periods.

OTHER
Required:
Preferred: