



**Job Class: Training & Development Spec 1 – Job Posting JR0000002719**  
**Working Title: Learning Management Specialist**

**Who May Apply:** Open to all qualified job seekers

**Date Posted:** 06/24/2025

**Closing Date:** 07/08/2025

**Hiring Agency/Seniority Unit:** Minnesota State - System Office

**Division/Unit:** Human Resources

**Appointment Type:** Limited, Full-time

**Work Shift/Work Hours:** Day Shift

**Days of Work:** Monday - Friday

**Travel Required:** No

**Salary Range:** \$25.29 – \$36.71/hourly; \$52,806 - \$76,650/annually

**Classified Status:** Classified

**Bargaining Unit/Union:** 214: Minnesota Association of Professional Employees (MAPE)

**FLSA Status:** Nonexempt

[Connect 700 Program Eligible:](#) Yes

## **Job Summary**

Telework availability and options will be negotiated at time of hire.

The Temporary Learning Management Coordinator position is responsible for managing employee training in the employee learning management system (LMS), currently Learning Management by PeopleSoft. This position is responsible for uploading, tracking, and maintaining the Minnesota State training programs and certifications including eLearning, virtual instructor-led, and in-person training. This position works directly with campus training coordinators to assist in usage of and training on the employee learning management system. This position collaborates with and supports the work of the talent management team.

## **Minimum Qualifications**

- Two (2) years of progressively advancing experience with Learning Management systems or large and complex database systems.

- Ability to implement and maintain systemic organizational systems that streamline LMS processes (i.e. naming protocols, content management, record keeping)
- Experience manipulating and analyzing data using Microsoft Excel.
- Demonstrated ability to lead initiatives and foster collaboration among diverse network of participants.
- Ability to provide clear instruction, clarification, and feedback on technical tasks.
- Strong organizational skills with the capacity to manage multiple priorities simultaneously, along with proven problem-solving capabilities.
- Strong verbal and writing skills that are sufficient to consult with clients, explain technical topics to various levels of clientele, and collaborate with subject matter experts and various stakeholders

## Preferred Qualifications

- Experience with the Minnesota State LMS, currently Learning Management by PeopleSoft
- Knowledge of eLearning design including principles of adult learning and instructional design.
- Experience developing and delivering training content and materials.
- Proficiency in eLearning technologies such as Adobe Creative Suite, Articulate 360, and Microsoft Office.
- Demonstrated project management skills.
- Demonstrated customer service experience.
- Familiarity with the Minnesota State system (organization, leadership, culture).

## Additional Requirements

The successful candidate must submit to a background investigation prior to employment.

The background check may consist of the following components:

- SEMA4 Records Check (applies to current and past employees only)
- Employment Reference Check
- Social Security and Address Verification
- Education Verification

In accordance with the Minnesota State Colleges & Universities (Minnesota State) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to Minnesota State's Vehicle use criteria and consent to Motor Vehicle Records check.

## Other Information:

Employment information for this position can be found in its collective bargaining agreement or its plan document at <https://www.minnstate.edu/system/working/relations.html>

## Why Work for Us

At Minnesota State we promote the ability for our employees to move within the Minnesota State system of Colleges and Universities, located throughout the State of MN. To learn more, please visit our web page: [Working at Minnesota State!](#)

At Minnesota State, we have a GREAT BENEFITS PACKAGE! Our generous benefits include 11 paid Holidays, Vacation Time, Sick Time, six weeks of Paid Parental Leave, low cost medical (\$38.50 per month single and \$262.66 per month family) and dental insurance with low deductibles (\$400 - \$800), a Pension Plan, 457(b) and 403(b) retirement plans and other retirement investment options, pre-tax medical and dental expense (with rollover option) and dependent care accounts, employer paid life insurance, short and long term disability, as well as professional development and a tuition waiver program for employees and their dependents, etc. We promote the health and well-being of our employees and take work/life balance seriously.

## How to Apply

External Applicants:

Applicants not currently employed by Minnesota State can access the job posting and apply through: [https://minnstate.wd1.myworkdayjobs.com/Minnesota\\_State\\_Careers/job/St-Paul/Training---Development-Spec-1---Learning-Management-Specialist\\_JR0000002719](https://minnstate.wd1.myworkdayjobs.com/Minnesota_State_Careers/job/St-Paul/Training---Development-Spec-1---Learning-Management-Specialist_JR0000002719)

Internal Applicants: All current Minnesota State employees will need to log in to [Workday](#) to apply for this position. Employee should search for “**Browse Jobs – Employee**” in Workday via the search bar at the top to view the opening.

## Contact

Shane Moore

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## Equal Employment Opportunity

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status. Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email <mailto:careers@state.mn.us>. Please indicate what assistance is needed.

*Minnesota State is an affirmative action, equal opportunity employer, and educator.*