

Coordinator, Learning Management System

As an agency of the Supreme Court of Illinois, the Attorney Registration and Disciplinary Commission (ARDC) is charged with promoting and protecting the integrity of the legal profession. The ARDC assists the Supreme Court in regulating the legal profession through registering lawyers, conducting education and outreach programs relating to compliance with Rules of Professional Conduct and the effective representation of clients, investigating complaints of lawyer misconduct, prosecuting lawyer disciplinary proceedings and advocating for remedial action on behalf of victims of lawyer misconduct.

Currently, the ARDC is accepting applications for a full-time Coordinator, Learning Management System (LMS) for its Chicago office. The Coordinator, LMS will collaborate and partner with education counsel in creating, designing and supporting live, blended and on demand e-learning continuing legal education content and programming for Illinois attorneys. Responsibilities will include:

- Maintain, update and deploy e-learning courses on the LMS platform, including interactive programs, as well as screen content for adherence to Shareable Content Object Reference Model (SCORM) standards, convert files to SCORM and upload SCORM files;
- Collaborate with leadership, the education team and content creators to identify program requirements, and design and build online courses for the ARDC's LMS;
- Oversee the day-to-day technical operations of the LMS, including maintaining and configuring the LMS and providing support;
- Create and manage the LMS certification process for courses;
- Monitor and audit LMS data for accuracy and integrity; and
- Develop metrics and report on usage, completion status and effectiveness of training programs.

Requirements: A bachelor's degree in Instructional Technology; or a bachelor's degree in a related field, preferably with coursework in instructional design and/or instructional technology; or a minimum of 3 years of demonstrated experience designing and creating interactive e-learning programs.

The ARDC is committed to a culture of diversity and inclusion. We offer a hybrid work schedule, competitive compensation and an excellent benefits package. Interested parties should send a letter and resume to: employment@iardc.org.