04 June 2024

**JOB DESCRIPTION**

**Name: ANNAPPA KYATANAVAR**

**Position / Designation: Sr. Associate**

**Account / Client: Google Inc.**

**Business Unit: DX Digital Learning (DC00152)**

**Location of Assignment: Science Hub Tower 4 Campus Ave, Upper McKinley Hl, Taguig, 1634 Metro Manila**

**Role Category: Technical**

**Detailed Job Description of Foreign National:**

* **Manage and configure the Learning Management System (LMS) like Intellum, Canvas, SumTotal etc.**
* **Create and manage user accounts, roles, and permissions, ensuring appropriate access and security levels.**
* **Upload, organize, and maintain learning content within the LMS, including courses, modules, assessments, and supporting resources.**
* **Generate reports on learner progress, course completion, engagement metrics, and overall LMS utilization to inform data-driven decision-making.**
* **Develop and maintain user guides, tutorials, and training materials to enhance user adoption and proficiency with the LMS.**
* **LMS Enhancement: Collaborate with stakeholders to identify potential LMS improvements, implement new features and optimize the overall learning experience.**

**Technical Skills and Qualification Required:**

* Minimum of 2-5 years of experience with Learning Management Systems administration
* Strong technical aptitude and proficiency with a recognized LMS like Canvas, SumTotal, Intellum etc.
* Understanding of web technologies, database concepts, and design principles
* Problem-solving and troubleshooting skills.
* Customer-service orientation and strong communication skills (both written and verbal).
* Demonstrated attention to detail and organizational skills.

**Technical Skills and Qualification Required that Candidate Has:**

* 3 years of experience in managing CMS and LMS administration
* Strong technical skills and technical knowledge of HTML, CSS, Bootstrap, JavaScript, TypeScript, jQuery, PHP, MySQL, DRUPAL, JAVA OOPS CONCEPTS
* Worked on version control systems such as Git/GitHub
* Highly proficient in HTML, JavaScript, CSS, jQuery, responsive techniques, and frameworks.
* Worked on multiple complex tasks against deadlines and shifting priorities.
* Excellent Project Development Skills, with ability to deliver on time as per specifications.

Cognizant Technology Solutions Philippines, Inc.

**Estrellita Leonor Gallito**

Senior Executive Immigration

With Conformity:



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**Annappa Kyatanavar**

Sr. Associate