22 April 2025

**JOB DESCRIPTION**

**Name: Annappa Kyatanavar**

**Position / Designation:** **Associate**

**Account / Client: Google Inc.**

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

**Role Category: Technical**

**Detailed scope of work 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 3-5 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.

With Conformity:



**Estrellita Leonor Gallito Annappa Kyatanavar**

Senior Executive Immigration Associate