



LMS Producer

The LMS Producer will support The Center for Leadership Studies (CLS) in the administration of our learning management system (LMS) as well as the producing of live virtual training sessions. A successful candidate will have a record of accomplishment in uploading LMS content, managing end-to-end processes for the platform and acting as producer for virtual instructor-led sessions.

The LMS Producer will work closely with leaders from Product Development and Delivery to ensure client administrators, trainers and learners have a seamless experience when engaging with CLS' LMS.

Key Responsibilities:

- Manage the learning management system (LMS)
- Upload content (e-learning, microlearning, virtual sessions, etc.)
- Manage and create customized and standard learning paths
- Upload and manage users
- Troubleshoot access issues with LMS
- Manage Adobe Connect platform
- Provide technical support and produce virtual instructor-led sessions
- Communicate crossfunctionally with the Delivery team
- Document processes and provide internal training as necessary

Requirements:

- Currently living in the Cary/Raleigh/Durham area
- Work full-time onsite at corporate headquarters in Cary, NC
- Bachelor's degree required or equivalent experience
- Minimum of 1-3 years experience with learning management systems
- Experience as a virtual producer preferred
- Self-starter with the ability to work independently with minimal supervision



- Able to communicate effectively and clearly in verbal and written forms
- Able to work on a flexible schedule and provide off-hours support if required
- Problem solver with the ability to apply logic and reasoning skills to work through complex issues
- Ambitious and willing to learn if there are knowledge gaps in any areas

Please direct inquiries to jobs@situational.com

We offer a competitive and attractive compensation package, including:

- Comprehensive medical/benefit coverage
- Competitive vacation and sick leave
- Advancement opportunities
- Fun, diverse work culture

Company Overview:

For more than 50 years, The Center for Leadership Studies (CLS), founded by Dr. Paul Hersey, has been the global home of the original Situational Leadership® Model. With over 14 million leaders trained, Situational Leadership® is the most successful and widely adopted leadership model available. Deployed in more than 70% of Fortune 500 companies, Situational Leadership® transcends cultural and generational differences and equips leaders around the globe with the skills necessary to address a specific challenge, drive behavior change and increase productivity. CLS' diverse product portfolio includes a comprehensive off-the-shelf leadership curriculum founded on our proven, research-based competency model. In addition, CLS has more than 25 years' experience designing and developing award-winning custom training solutions. CLS services customers both domestically and internationally through an extensive network comprised of over 200 learning professionals in more than 30 countries. Our global affiliates and facilitators understand the nuances present in each culture, allowing for the delivery of innovative, high-quality training programs in localized languages.



The Center for Leadership Studies participates in E-Verify.

Our Values:

At The Center for Leadership Studies we view each customer opportunity as a long-term partnership. In such relationships, we believe that the values of the people that you choose to do business with can have an equal impact on the success of your learning endeavors as can the technical skillsets. Put a different way, we feel it's important for you to know who we are and what we stand for. Below are the values we strive to live by each day. They represent the expectations that we have for each and every CLS team member:

Be Responsive: Service Is Inside And Out

Do what you say you are going to do when you say you are going to do it. Don't over promise and never under deliver

Embrace Teamwork: Invest In Others

Strive to continually develop and nurture your base of personal power

Own Your Actions: Take Personal Responsibility

Follow through on your commitments with relentless attention to detail, completion and results

Maintain Your Integrity: Do the Right Thing

Communicate openly and honestly: Develop a reputation grounded in personal and professional credibility

Have Fun: Take a Minute to Smile

Enjoy the journey (celebrate victories; keep setbacks in their proper perspective). Embrace the fact that work and fun are NOT mutually exclusive terms