

October 28, 2026

**JOB VACANCY ANNOUNCEMENT
TECHNOLOGY SERVICES MANAGER (LMS ADMINISTRATOR)
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS**

Applicants may be asked to submit additional materials.

Position: Technology Services Manager (LMS Administrator)

Division: Judicial College Division

Salary: Minimum salary \$93,681; salary at hire to be commensurate with experience

Benefits: An attractive judicial branch benefits package is offered, including pension, medical, dental, vision, life insurance, deferred compensation options, as well as vacation, sick and personal leave. Please refer to the following [Benefits Information Sheet](#) for additional details.

Reporting Relationship: Supervising Senior eLearning & Technology Manager

Location: Springfield or Chicago, Illinois

BACKGROUND

The Supreme Court of Illinois Judicial College (Judicial College) was established January 1, 2016, by Order of the Illinois Supreme Court to provide comprehensive continuing education to Illinois judges and judicial branch justice partners including circuit court clerks and deputy clerks, trial court administrators, Guardians *ad Litem* appointed by the Court in abuse and neglect matters, probation and juvenile detention professionals, pretrial services professionals, and legal and administrative judicial branch staff. The Judicial College is comprised of seven Standing Committees and is governed by a Board of Trustees appointed by the Supreme Court of Illinois. The Judicial College Division of the Administrative Office of the Illinois Courts is comprised of two units: Development and Operations. The Division ensures execution of the goals, purpose, projects and priorities of the Judicial College.

- *For more about the Supreme Court of Illinois Judicial College, visit:*
[Supreme Court of Illinois Judicial College](#)

ESSENTIAL RESPONSIBILITIES

Provides professional technology and learning services in support of the Illinois Judicial College Division's educational programs, systems, and operational needs. The position is responsible for the administration, operation, analysis, and support of learning and technology systems and services, including learning management system administration, learner and credit administration, learning systems and data management, analytics and reporting, technology integration, automation, quality assurance, and related projects.

The position collaborates with Judicial College staff, faculty, committees, workgroups, vendors, and other stakeholders to implement, maintain, and improve technology-enabled learning and operational processes. Work may include system configuration and administration, user and

access management, data management and reporting, technology implementation and integration, system testing, technical support, process improvement, and evaluation of technology solutions.

FUNCTIONS INCLUDE

- Administers, supports, and maintains learning management systems and related technologies, including but not limited to, managing user accounts, permissions, roles, groups, licenses, system configuration, related access controls, and technical user support.
- Supports learner registration, educational records, attendance, credit processing, transcript maintenance, and required credit reporting, as assigned.
- Performs systems and data analysis, reporting, data quality review, reconciliation, and process improvement activities.
- Develops and supports system integrations, automation, workflows, dashboards, quality assurance, and other technology solutions that improve learning operations.
- Evaluates, implements, and supports new technologies and technology solutions.
- Develops and maintains technical documentation, procedures, training materials, and other resources related to eLearning and technology services.
- Collaborates and supports the continuous improvement of learning systems, services, processes, and technology-enabled operations impacting the Illinois Judicial College and Judicial College Division.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE

Bachelor's degree in information technology, database administration, computer science, data analytics, information systems, or related field. A minimum of three years of progressively responsible experience in technology services, learning management systems, systems administration, data management, data analysis, learning technology, or a related field. Or an equivalent combination of education and experience. Demonstrated proficiency with learning management systems, technology platforms, data and reporting tools, and other technologies supporting learning and educational operations.

KNOWLEDGE AND SKILLS

- Knowledge of learning management systems, learning technologies, technology-enabled learning environments, systems administration, data management, reporting, analytics, automation, and technology integration.
- Ability to identify opportunities for improvement; analyze systems, data, and operational processes; troubleshoot technical, system, and data-related issues, and develop effective solutions.

- Ability to conduct system and data testing, quality assurance, reconciliation, and validation.
- Ability to manage multiple projects, priorities, and deadlines in a changing environment.
- Excellent written and oral communication, collaboration, and problem-solving skills.
- Ability to develop clear technical documentation, procedures, training materials, and other resources.
- Proficiency with relevant technology platforms and tools, including learning management systems; Microsoft Office; Google Suite; Qualtrics; OnBoard; Zoom; and other technologies supporting learning and operations.
- Ability to work collaboratively with internal and external stakeholders, vendors, faculty, and subject matter experts.
- Ability to maintain confidentiality and appropriately manage educational, personal, and other sensitive information.

PHYSICAL REQUIREMENTS

This position requires the ability to sit and/or stand for extended period, as well as lift and carry objects weighing up to 25 pounds. The role is performed in a normal office environment and involves regular telephone and computer usage, along with the ability to review and process written and electronic documents. Applicants must have the ability to travel throughout the state, including overnight stays, as required.

Interested persons should submit - via email - a letter of interest, resume, professional writing sample, and completed [Judicial Branch Employment Application](#) to:

courtemployment@IllinoisCourts.gov

Applications received by Monday, November 30, 2026, will receive first consideration.

EQUAL OPPORTUNITY EMPLOYER