

**EH&S Trainer & Instructional Design Specialist (4163U)
75412
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=252186>

Downloaded On: Mar. 9, 2025 6:03pm

Posted Jan. 27, 2025, set to expire May 14, 2025

Job Title	EH&S Trainer & Instructional Design Specialist (4163U) 75412
Department	Office of Environment, Health & Safety
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 27, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Facilities/Maintenance/Transportation Public Safety
Apply Online Here	https://apptrkr.com/5929407

Apply By Email

Job Description

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EH&S Trainer & Instructional Design Specialist (4163U) 75412

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Office of Environment, Health & Safety's (EH&S) mission is to provide guidance and services to the campus community that promote health, safety, and environmental stewardship.

EH&S is a highly dynamic, fast paced, committed organization focused on promoting workplace safety and environmental protection for the campus community. We are comprised of many scientific, technical, and administrative professionals, working in an evolving, learning, and sometimes challenging environment with a unified goal of supporting the University's mission of teaching, research and public service. EH&S strives to be an inclusive, service oriented, and operationally excellent organization and is seeking highly motivated individuals who want to learn, be creative, seek continuous competency development, and contribute to our mission.

For more information, visit <http://ehs.berkeley.edu>

Position Summary

The EH&S Trainer & Instructional Design Specialist designs, instructs and supports supervisory, management, technical and non-technical training efforts for campus safety programs. Works with EH&S subject matter experts and business units to determine training needs and develops appropriate training programs, technology and learning approaches.

Application Review Date

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The First Review Date for this job is January 22, 2025

Job posting will remain open until filled.

Responsibilities

Develops new training programs and courses in response to organization's training needs. Designs and conducts more complex training programs to address issues of diverse scope that are aligned with organization strategies

- Applies project and program management practices.
- Conducts appropriate job and task analyses in the context of specialized needs analysis and evaluates effectiveness of training programs.
- Creates and oversees the production of course content according to an established schedule.
- Adapts system-wide or other training to the specific needs of the UC Berkeley community
- May provide support for testing content and tools to meet ADA requirements, research and document copyright for embedded media and other non-SMEcreated content.

Applies professional training, development skills and instructional design concepts to resolve and address a wide range of training issues and needs assessments.

- Demonstrates judgment in selecting methods and techniques for delivering training. Consults with subject matter experts (SMEs) at EH&S and partner organizations to determine methods for delivery of course content and effective use of technology, working with SMEs to determine online, in-person or hybrid training.
- Works with SMEs to gather specifications for training content.
- As needed and appropriate to subject matter, provides in-person training to campus employees, departments, groups and teams, in tandem with SMEs or independently.
- Coaches SMEs on training techniques, and coordinates in-person training logistics, i.e. scheduling, reserving classrooms, producing materials, and obtaining/providing equipment as needed. Provides support to improve teaching and learning outcomes.

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Deploys content on learning management platforms. Develops, reviews, updates and maintains EH&S content in the Learning Management System (LMS) and facilitates LMS access to all students, staff and faculty.

In a diverse environment and at all levels in the organization, works in a collaborative manner to prioritize work assignments, conduct analysis and develop recommendations.

- Collaborates with training team members, EH&S SMEs, representatives from partner organizations and UC system-wide groups to advance training compliance.
- Conducts ongoing needs analysis and evaluates effectiveness of training programs, which includes producing reports of training results and maintaining training attendance records.

Creates completion and exception reports for campus clients in an effort to maximize compliance

Staff development: Works on professional committees and assignments, participates in professional training and attends relevant conferences, and/or is mentored or coached on a formal or informal basis.

Other duties as assigned, including

- Completes and maintains compliance on campus/systemwide training requirements, as well as any training necessary per role.
- At the request of campus management (EH&S Director, VC Administration/Research, UCPD Chief, or designated alternate), serve in a designate role within the EH&S Emergency Support Function and be on call to the campus Emergency Operations Center in a campus designated disaster or campus hazardous material release/threatened release. Provide appropriate emergency response role based upon expertise and, where applicable, designated departmental role.

Required Qualifications

- Thorough knowledge of functional area and understands how work may impact other areas, including how work within one training program may impact another
- Knowledge of instructional design principles and learning strategies, including needs analysis, backwards design, learning outcomes and assessment design, and instructional approaches to safety training and associated projects.
- Strong analytical, verbal, written and interpersonal communication and collaboration skills, and strong presentation skills.
- Thorough analytical skills to conduct analysis and develop recommendations, demonstrating

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organization and problem-solving skills.

- Thorough knowledge of organizational policies and procedures, including policies that impact online course development.
- Thorough knowledge of delivering training programs and knowledge of current training programs and trends.
- Strong skills in planning, resourcing and monitoring effective delivery of training.
- Thorough knowledge of applying adult learning theories and education methodologies.
- Knowledge to conduct appropriate job and task analyses in the context of instructional design of technical or specialized training.
- Thorough knowledge and skills with relevant business software systems; i.e., Word, Excel, Access, PowerPoint.
- Proficiency in Articulate 360 and Rise, as well as other similar eLearning applications.
- Advanced skills in the Adobe Creative Suite, particularly Photoshop, Premiere, Illustrator, After Effects, and Audition.
- Familiarity with text-to-speech applications.
- Awareness of accessibility requirements in instructional design and media development, including the ability to recognize gaps in one's own training or experience
- Bachelor's degree in related area and / or equivalent experience / training

Preferred Qualifications

- Certificate in instructional design or equivalent

Salary & Benefits

This is a full-time, career position. This position is eligible for up to 40% (16 hours per week) remote work within the United States. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs and are subject to change.

This position is eligible for the full range of UC Benefits. For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in

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making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary range that the University reasonably expects to pay for this position is \$72,600-\$100,800, annually.

Other Information

This is not a visa opportunity

How to Apply

To apply, please submit your resume and cover letter.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Misconduct Disclosure

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of



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misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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