

Education Technology Specialist (4505C), School of
Optometry - 79037
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258824>

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Posted Jun. 30, 2025, set to expire Jul. 1, 2025

Job Title	Education Technology Specialist (4505C), School of Optometry - 79037
Department	Berkeley Optometry and Vision Science
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jun. 30, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Information Technology
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Job Description

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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 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.

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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 Herbert Wertheim School of Optometry and Vision Science

Mission Statement

Advancing optometric education, clinical practice, and vision research for the benefit of society.

Vision

Preeminence and leadership in optometric education, patient care, and vision science.

Values and Guiding Principles

At Berkeley Optometry and Vision Science, as part of a world-renowned university that embraces excellence and access, we foster an environment of trust and mutual respect, free expression and inquiry, and personal resilience and achievement. We demonstrate sensitivity and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. These principles serve us daily in our reasoning and actions and aid us in our decision-making.

The mission of the School is executed by approximately 20 ladder-rank faculty, 8 emeriti faculty, 133 full and part-time clinical faculty, 70 staff, 30 professional researchers, 20 graduate students, and 26 visiting faculty and postdoctoral research scholars. The staff includes professional, health care, technical, research, and clerical representation and provides support to a complex array of functions.

We educate an estimated 320 students annually. Our O.D. program is a 4-year program with clinical

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training provided at 2 campus clinics, 10 satellite clinics (community care), 7 VA clinics, and 24 external clinics across the country. Our one-year post-graduate residency programs provide advanced clinical education in specialty areas of optometry to 18 residents with placement on and off-campus and our Vision Science program consists of 40 Ph.D. students.

The Optometry Clinic provides comprehensive optical care services to the entire campus population and the general Bay Area community, with approximately 80,000 annual visits to Optometry Clinics at Minor Hall and the Tang Center. The Optometry Clinic is open 7 days per week and approximately 358 days per year.

Position Summary

The Education Technology Specialist reports to the Director of Information Technology. The incumbent will produce and deliver various digital media assets (asynchronous and synchronous) with practical, evidence-based optometric continuing education to optometrists, faculty, alumni, and business professionals to meet their professional goals and other educational programs for the school. Flexibility is essential for this role, as operational needs may require work outside of standard business hours, including evenings and weekends. Many of the programs developed provide continuing education for California TPA- certified optometrists, TPG/TLG - Certified Licensed Optometrists, and Council on Optometric Practitioner Education (COPE) approved courses. The incumbent is also responsible for providing technical support of school programs and events hosted on and off-campus for the greater school community, including but not limited to Development and Alumni Relations, Admissions and Student Affairs, the Dean's Office, and our on and off- campus Clinics to ensure the academic experience of enrolled O.D. and Vision Science (Ph.D.) students remains competitive. The incumbent will also be responsible for providing classroom technological support in partnership with the faculty.

Application Review Date

The First Review Date for this job is: 07/09/2025.

Responsibilities

Interviews and assesses client requirements for instructional technology and advises on appropriate technology to meet specific instructional activities.

- Provides consultative advice to clients on technical, media methods, techniques, and equipment in order to enhance the quality of the presentation.
- Advises users on technical options.

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- Asynchronous AV Support.
- Asynchronous (recordings) content creation, including production and post-production of online courses. This includes studio equipment setup (hardware and software) troubleshooting, use of Adobe Creative Cloud and similar software. Responsible for recorded content that will be accessible via an on demand (pay-per-view) learning management system.
- Synchronous (webinar and in-person event) AV support. This includes studio equipment setup (hardware and software) and troubleshooting, use of Zoom webinar or similar technology, and in-person speaker management.
- Event support, including legacy programs such as Berkeley Practicum, Morgan Sarver, and Reunion, along with other signature live online events (myopia control, glaucoma control, sports visions) representing hours of live online continuing education Synchronous (webinar and in-person event) AV support.
- School-wide AV support, including but not limited to graduation, white coat ceremony, interviews
- Instructional/Classroom support may include the implementation of new technology to meet the instructional needs of our faculty and student courses.

Applies appropriate data collection methods to develop technical requirements for events and instruction.

- Develops standards, processes, and procedures to ensure consistent service delivery to clients.
- Develops user documentation, process improvements, or system design requirements. Coordinates special programs and projects in AV or instructional technology field, including media production, teaching with technology, or web distribution. Works with a wide variety of media technologies, networks, and computer hardware and software, applying appropriate solutions to non- standard problems.
- Collaboration with the IT team and the Digital Learning Services team on campus to identify opportunities to deploy efficient workflows (ServiceNow) that will support Students, Faculty, and Staff with the use of the AV equipment school-wide.
- More particularly, draft and establish user guidelines, troubleshooting workflows, and support chain of command.
- In collaboration with the Program Director, create and maintain AV equipment owned by the school, advise on replacement and costs.

Applies project management concepts in combination with AV IT policies and procedures in determining technical support workflow.

- Analyzes and interprets intellectual property (IP) policy and law and ensures that media meets IP requirements.

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- Evaluate external content for compliance with unit and content posting standards. Assists in researching and evaluating new technologies.
- Serves as a consultant for IP use, copyrights, accessibility guidelines, and other rules and regulations deployed by UC campuses.

Develops and provides training as needed based on consultation with users and their understanding of AV technologies.

- Creates pieces of training relevant to the use and troubleshooting of classroom AV in the main lecture halls, to-go AV kits for recording purposes.

Plans and consults regarding the installation of new equipment and equipment upgrades.

- Contributes to production and AV equipment deployment pilots, such as studio setup (sound, image, light), classroom AV (webinar integration, capture integration, sound, and image) in large instructional halls.
- In addition to providing consulting and subject matter expertise relevant to the AV deployment in the clinic and preclinic (capture capabilities, simulator, VR, stereo imaging).

Other duties assigned, may supervise students.

Required Qualifications

- Demonstrated ability to work with others from a variety of backgrounds.
- Thorough customer service and consultative skills to identify and implement required technology solutions.
- Thorough understanding of media production methods and equipment and ability to use this information to troubleshoot the most complex systems.
- Knowledge of intellectual property (IP) restrictions and skill to ensure that media meets IP requirements.
- Ability to assess campus or institutional needs for AV IT technology products and design services to meet those needs.
- Thorough understanding of post-production processes including internet-based media distribution solutions.
- Demonstrated effective interpersonal and communication skills.
- Demonstrated ability to communicate technical information to technical and non-technical personnel at various levels in the organization.
- Knowledge of computer, media, and networking technology.

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- Skills to determine priorities based on knowledge of work area.
- Self-motivated and works independently and as part of a team.
- Demonstrates problem solving skills.
- Project management skills to work successfully with clients and effectively execute multiple projects with strict or competing deadlines.
- Bachelor's degree in related area and/or equivalent experience/training.

Salary & 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 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 hourly range that the University reasonably expects to pay for this position is \$33.57 - \$46.93.

- This is a non-exempt, biweekly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

This position is governed by the terms and conditions in the agreement for the Technical Unit (TX) between the University of California and the University Professional and Technical Employees (UPTA). The current bargaining agreement manual can be found at:

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/tx/index.html>

- This is not a visa opportunity.

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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.

SB 791 and AB 810 Misconduct Disclosure Requirement: 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 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 Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please

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ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

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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