

Online Training Coordinator (4168U) - Institute of
Transportation Studies
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258852>

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

Job Title	Online Training Coordinator (4168U) - Institute of Transportation Studies
Department	Institute of Transportation Studies
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jun. 30, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator Professional Staff
Academic Field(s)	Educational Services
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Job Description

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Online Training Coordinator (4168U) - Institute of Transportation Studies

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 Institute of Transportation Studies, Technology Transfer Program (TechTransfer) is the California transportation community's source for training, continuing education, and professional development. We provide training in classrooms and online, including open enrollment and contracted training, host workshops and conferences, and can customize training to meet client needs. Our programs span the transportation-related areas of planning and policy, traffic engineering, project development, infrastructure design and maintenance, safety, environmental issues, complete streets, active and multimodal transportation, rail, and aviation. We serve more than 25,000 public and private transportation agency personnel working for our state's 476 cities, 58 counties, over 50 regional transportation planning agencies (MPOs, RTPAs, CTCs and CMAs).

This position involves designing, conducting, promoting, and supporting various public educational programs. Researches and assesses educational needs and interests for targeted public segments, and develops programs, materials, technology and learning approaches accordingly.

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transportation planning agencies (MPOs, RTPAs, CTCs and CMAs).

The primary purpose of this position is to serve as the unit's lead for online training, including live instructor-led training and asynchronous, self-paced training. This position attends, monitors, assists, and observes instructors and students during and after online course deliveries. This position is responsible for the development, expansion, management and day-to-day operations of the online training program.

Application Review Date

The First Review Date for this job is: July 10, 2025 - Open Until Filled

Responsibilities

40% - Attends, monitors, assists, observes, and manages online course deliveries. This includes but is not limited to hosting tech sessions for instructors and students to ensure they are prepared and can comfortably and fully utilize hardware and software tools for effective and engaging online training, and coaches instructors on online teaching tools and techniques to ensure the courses are interactive and engaging. Monitors chat box, responds to questions, resolves technical issues in real time. Tracks and reconciles course spending and budgets.

20% - Tracks, encourages, and manages student participation in and progress through self-paced training courses and online certification programs.

10% - Evaluates course and instructor effectiveness and desirability and independently takes appropriate actions, if necessary, to improve courses. Assesses evaluation tools for effectiveness and develop or recommend new tools, if necessary. Makes recommendations for programmatic improvements and/or correction to the Program Manager.

10% - Reviews course materials provided by instructional teams. Works with instructors to improve course materials and ensure that all materials for presentation and distribution meet the unit's quality standards for content and production and best practices for web accessibility. Suggests and encourages use of training tools and techniques for student engagement. Plans and schedules course offerings, identifies course topics. based on past enrollments, industry needs, and/or contract requirements. Assist in development of new classes

10% - Designs, develops, and implements digital communications and improve web presence. Will take primary responsibility for monthly eblast and university-wide calendaring system, and will

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contribute to website, LinkedIn, and other social media.

10% - Actively participates in unit-wide planning activities for all training programs and identifies course topics appropriate for online training. Participates in developing marketing plans and target audiences for online classes. Participates in recruiting new instructors, providing feedback regarding suitability for online training. Facilitates and supports own and others special program events

Required Qualifications

- Bachelor's degree in Instructional Design, Educational Sciences, or related area and/or equivalent experience/training.
- Thorough and effective verbal, written and interpersonal communication skills and presentation skills.
- Demonstrated organizational and project management skills to work successfully with instructors and experts to produce a high quality course that matches client expectations
- Proven ability to independently prioritize and complete a large volume of tasks efficiently, while meeting deadlines
- Proven ability to work on several projects simultaneously.
- Proven ability to maintain a high standard of productivity and quality within a broad scope of responsibilities, despite frequent interruptions.
- Thorough analytical skills to conduct analysis and develop recommendations, demonstrating organization and problem-solving skills.
- Proven ability to give clear directives and use independent, rational, judgment to make optimal decisions.
- Skill in using business software systems in the completion of work assignments; i.e. Word, Excel, PowerPoint, Adobe Acrobat Professional, Google Apps (bMail, bCal, Drive, Forms), Asana, andBox (or equivalent alternatives).
- Ability to learn Canvas Learning Management System, AceWare/Student Manager, and Accredible.

Preferred Qualifications

- Through knowledge of and skill in delivering online training programs.
- Through knowledge of ability to apply best practices in the online learning environment.
- Through knowledge of current continuing education programs and trends.
- Interest in or knowledge of transportation planning, engineering, or policy.
- Through knowledge of campus, its vision, mission, policies, and infrastructure.
- Skill in managing a catalog of online training courses at university or corporate level.

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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 salary or hourly range that the University reasonably expects to pay for this position is \$61,200 to \$83,200 yearly (\$5,100.00 to \$6,933.34 monthly). This is a 100% FTE career position eligible for full benefits. This position is FLSA Exempt and paid monthly.

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

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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.

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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