UNIVERSITY OF CALIFORNIA, RIVERSIDE
INVITES APPLICATIONS FOR THE POSITION OF
LEARNING TECHNOLOGY AND DEVELOPMENT ANALYST

About UC Riverside:
In the Heart of Inland Southern California, UC Riverside is located on nearly 1,200 acres near Box Springs Mountain in Southern California; the park-like campus provides convenient access to the vibrant and growing Inland region. The campus is a living laboratory for the exploration of issues critical to growing communities’ air, water, energy, transportation, politics, the arts, history and culture. UCR gives every student the resources to explore, engage, imagine and excel.

At UC Riverside we celebrate diversity and are proud of our #8 ranking among the nation for most diverse universities (US News and World Report 2012-13). Become part of a place that fosters success for all its constituents, students, faculty, and staff, and where work/life balance and campus culture are integral to our way of life.

UCR is ranked 46th among top public universities (US News and World Report 2012-13) and is an Equal Opportunity and Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff.

About Human Resources:
The Human Resources Department partners with the university in developing the workplace for the future through benefits, job and career opportunities, training and development services, policies, workplace programs and employee resources.

Essential Functions:
The Learning Technology and Development Analyst will oversee and provide leadership for the effective use of the campus learning management system (LMS) as well as the implementation of ancillary tools used to support and enhance the LMS. Will troubleshoot problems related to use of the LMS, and work with campus and system-wide resources to resolve issues.

In consultation with subject matter experts, works with campus departments interested in developing online training and provides best practices for instructional design, authoring tools, and assessment considerations.

Key Responsibilities Include:
- Assist campus users in accessing the LMS and serve as primary customer service responder for day-to-day questions.
- Provide day-to-day LMS administration including: uploading new courses, registering staff, reporting, loading training requirements, testing functionality, etc.
- Coordinate development or revision of learning activity descriptions.
- Complete thorough testing of online content in the LMS, and provide thorough feedback to content developers on any issues to be corrected.
- Provide routine reports to campus units by request or per regularly scheduled reports.
- Perform functionality tests as upgrades or changes are made to the LMS and/or ancillary tools, and report issues to the UC Learning Center Administrator or local UCR support as needed.
- Participate in UC/UCR LMS workgroups as needed.
- Participate and lead focus groups with departments on implementing and using the LMS for their department's training requirements.
- Assist in the development of marketing materials about utilization and LMS implementation.
- Assist departments or those in specific training roles on the use of the LMS.
- Add new activities or new instances of activities into the LMS for various departments.
- Assist in the development of requirements for ancillary tools used to enhance the LMS.
- Troubleshoot use of the system and report issues.
- Work with subject matter experts to facilitate development of on-line training courses utilizing eLearning technologies.
- Develop, review, and edit training materials, course descriptions and documentation related to the LMS.
- Develop and deliver training courses related to LMS topics.
- Facilitate courses from the Education and Development offerings as directed.
- Other duties as assigned within the classification.
Minimum Requirements:
- Bachelor's degree in a related field and demonstrated experience with administration of learning management systems used to manage employee training, including compliance and professional development training; or equivalent combination of education and experience.
- Demonstrated professional level related experience in developing, reviewing and editing training materials.
- Demonstrated ability to communicate effectively with diverse populations with varying levels of technical expertise.
- Demonstrated excellent interpersonal skills to interact, advise, and consult effectively with all levels and groups in a university setting.
- Demonstrated ability to translate training requirements into properties within a learning management system.
- Excellent written and oral communication skills, including skill in preparing professional level reports for management.
- Demonstrated ability to troubleshoot access issues with the LMS and determine if it is related to the LMS or other applications.
- Proficient in Microsoft Word, PowerPoint, Excel, Access, and Outlook.
- Demonstrated ability to analyze impact of LMS upgrades and suggest options for mitigating any UCR-specific challenges.
- Demonstrated experience and knowledge of principles and practices of instructional design and authoring tools.
- Experience in designing and conducting effective training courses.
- Enthusiasm and support for working in an integrated team approach.

Preferred Qualifications:
- Experience using learning technologies for curriculum development and learning delivery.
- Experience with web-based course management tools.
- Experience with the SumTotal LMS version 7.6 and higher.
- Experience with Camtasia/Snap-IT, Adobe eLearning Suite, Articulate Studio, and/or Articulate Storyline.
- Graduate degree in related area.

Conditions of Employment:
This is a full-time, career position. The work schedule is Monday - Friday, 8:00 a.m. to 5:00 p.m. The budgeted annual starting salary range for this position is $48,678 - $86,877. All UCR employees are required, as a condition of employment, to successfully complete a background investigation through the U.S. Dept. of Justice.

Benefits of Belonging:
We offer a comprehensive compensation and benefits package. For information about our generous employee benefits package, please visit our website http://atyourservice.ucop.edu/employees/new_employee/orientation.html.

Application Instructions:
To apply for this position, please click the HR JOBS link at the bottom of this page if you are viewing this flier on the UCR Business and Administrative Services website. You may also apply for this position by visiting our UCR Jobs website http://jobs.ucr.edu and selecting the browse jobs link. The Compensation The Executive Administrative Specialist position number is 201501141761.

Filing Date: Open until filled.