UNIVERSITY OF CALIFORNIA, RIVERSIDE
INVITES APPLICATIONS FOR THE POSITION OF
TRAINING AND COMMUNICATION MANAGER
(2 YEAR CONTRACT)

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 Environmental Health and Safety:
The Environmental Health and Safety department provides leadership and services that enhance the research and educational process by integrating excellent health, safety, and environmental practices into the campus culture and activities through the Integrated Safety and Environmental Management (ISEM) system.

Essential Functions:
The EH&S Training and Communication Manager formulates, develops, and implements strategic plans to provide the campus with comprehensive faculty, student, and staff training and education program. Research, design, and develop health and safety educational programs using instructional design theory. Manages the areas of training program staffing, resources and facilities, course development, delivery, evaluations, and records. Creates, designs, and implements curriculum design and course development and training and development of EH&S programs to support key campus and system wide initiatives in health and safety.

Key Responsibilities Include:
- Formulates, develops, and implements strategic plans to provide the campus with comprehensive faculty, student, and staff training and education program. Research, design, and develop health and safety educational programs using instructional design theory. Conducts a variety of needs assessments and training evaluations. Design and implement campus wide training development initiatives. Provides leadership in the implementation of system wide programs such as online training. Assesses, delivers, and monitors all related training requirements based on broad and complex regulatory and best practices. Manages the areas of training program staffing, resources and facilities, course development, delivery, evaluations, and records. Serve as member of the System wide Training and Education Workgroup (STEW).
- Ensures regulatory requirements compliance and mandatory training requirements are met per the UC Office of the President (UCOP) and other federal / state / local entities.
- Manages scheduling, registration, records, policy development/maintenance, and resource management (i.e., instructors, equipment, and facilities).
- Creates, designs, and implements curriculum design and course development and training and development of EH&S programs to support key campus and system wide initiatives in health and safety. Develop a comprehensive curriculum for all levels of the campus (including needs assessments, course delivery, and evaluations). Plan and implement the training needs of campus executives, managers / supervisors, faculty, staff (including researchers), students, volunteers, and affiliates (i.e., consultants, visiting scholars, etc.). Oversee instructional design activities, eLearning creation, and video production (filming, editing, and publishing).
- Oversees classroom materials development and production, video library development/maintenance, document management system maintenance, and online training clearinghouse.
- Directs the instructional design of all in-house eLearning modules, using new and emerging technologies.
- Oversees implementation of third-party vendor provided online training courses. Coordinate, manage, and direct external entities to assist with delivery of training projects for EH&S.
- Works collaboratively with campus contributors and third party vendors, to develop graphical, audio, and video material for online training courses, publications, and websites.
- Develops creative original material using a variety of software packages; including images, graphics, sound, and video adhering to Strategic Communications style. Uses digital camera, video camera, and audio recorders to produce content as needed.
- Creates, edits, and produces compelling and creative online training courses, publications, and websites that will drive end-users towards injury prevention and emergency response.
Key Responsibilities Include Continued:

- Oversees the delivery and instruction of programs and courses for the campus. Delivers and facilitates courses (both classroom and online). Develops, maintains, and publishes training evaluations (including staffing and coaching).
- Establishes and coordinates records and documents in a manner that ensures consistent identification, retention, and accessibility.
- Collaborates with EH&S, and other departments (e.g., UCPD, Strategic Communications, Computing & Communications, and Human Resources) in providing strategic messaging, planning, marketing, and implementation of projects in support of the campus health and safety goals.
- Provides advice and guidance for EH&S to ensure consistent and standardized imaging. Oversees communications and marketing efforts that are wide ranging and comprehensive, including (but not limited to): print, web, email, video, oral presentations, slide presentations, and emerging electronic technologies.
- Provides vision, branding, design, and communication messaging to programs within EH&S.
- Serves as a member of various cross-departmental management teams and task forces to plan, assist, and create marketing plans, campaigns, and communication programs for the purpose of establishing and implementing long-range marketing and communication strategies.
- Serves as central repository for all official campus health and safety communications. Manages informational resources offered via training classes, publications (i.e., posters, brochures, fast-fact documents, policies/procedures), and multiple website. Drafts, reviews, edits, and obtains approvals for internal and external communication documents (i.e., emergency messages, Schedule of Classes, newsletters, informational printed materials, electronic messages, etc.).
- Coordinates, manages, edits, updates, and supervises production and printing of publications from EH&S and the Finance & Business Operations (FBO) division newsletters, articles, and publications. Ensures content is a professional and appropriate representation of UCR and higher education; ensures correct data, grammar and formats are used. Supports the system wide UCOP newsletter development (UC Safety Spotlight).
- Provides leadership in the implementation of system wide online training courses / library. Assist in development of EH&S policy, procedures, and guidelines.
- Provides strategic planning and leadership for the campus EH&S needs. Provides leadership and support to initiatives emanating from EH&S. Develops and promotes new university alliances.
- Guides a highly technical team of subject matter experts with duties that include training, guidance, evaluation, and work assignment delegation. Identifies, guides, evaluates, and assigns projects to outside resources when necessary to assist with training, communications, writing, graphic design, technology, or web projects needed for EH&S.
- Participates in budget preparation and strategic planning activities. Manages program budget, expenditures, and recharges.
- Coordinates the promotion and communication of special projects and related alliance and/or linkage programs with the University's campus, community, and service participants. Coordinates campus-wide linkage efforts and other strategic alliances for the University and its colleges. Works with the senior administration on special projects that are important to the advancement of initiatives that are undertaken by the department. Involves all stakeholders in the coordination of linkage expansions efforts with the teaching, research, and public service objectives of individual colleges.
- Serves as a liaison to the UC Systemwide Education and Training Workgroup and the UC EHS Leadership Council on EH&S training and communication issues. Oversees the evaluation, development, and implementation of training for EHS issues.
- Maintains, implements, and supports webpages and/or web applications.
- Designs and programs webpages for EH&S programs, and develops maintenance standards.
- Develops and conceptualizes digital graphic designs for web-based applications.
- Coordinates efforts to avoid redundancy.
- Serves as member of the EH&S Emergency Response Team, as needed.
- Assists EH&S staff as needed in related and/or overlapping needs and perform other related duties as assigned.

Minimum Requirements:

- College graduate with a bachelor's degree in education, communication, marketing, public administration, or related field and seven years’ experience in professional communications work; or an equivalent combination of education and experience.
- Demonstrated knowledge of management theory and practices, and of adult learning theory and practice. Ability to apply both to curriculum, program, and organizational behavior. Knowledge organization behavior theory and practices, and ability to apply with diverse constituency in complex organization.
- Demonstrated knowledge of advanced and/or specialized principles of adult learning principles. Skill in creating curriculum to address specific learning needs and objectives. Skill in facilitating and conducting training programs; including needs assessments, development and delivery of courses, training evaluations, and statistical reporting of training outcomes. Demonstrated project management skills with ability to manage large, complex learning development projects. Demonstrated skill in developing, implementing, and evaluating programs ranging in size, complexity, innovation, and comprehensiveness.
Minimum Requirements Continued:

- Demonstrated ability to manage and direct training, principles and methods. Ability to create e-Learning programs through the application of technology (asynchronous communications and learning management systems). Experience in designing and conducting effective training courses. Extensive knowledge of external training solutions. Current knowledge of educational technologies. Knowledge of emerging trends in distance learning and instructional technology. Experience with classroom technology support and video production issues in a higher education setting. Significant knowledge relating to webcasts, video conferencing, web development tools, digital audio/video (multimedia) development tools. Knowledge of internet and web-based technology. Experience with HTML, content management systems, and web browser technologies and skill with aspects of website architecture and design.

- Knowledge of employee health and safety and injury and illness prevention programs. Familiarity with environmental safety, biological, chemical, radiological and other hazardous materials; fire prevention, lab safety and industrial hygiene. Demonstrated knowledge of regulatory and required safety training and all associated documentation and reporting requirements.

- Excellent verbal and written communication and advanced presentation skills. Strong interpersonal skills and the proven ability to collaborate and achieve results within a diverse population that may possess competing interests, opinions, and/or expectations. Demonstrated skill in applying principles of communication, effectively with a diverse population. Proven critical thinking and interpretive skills to analyze situations, define problems, identify concerns, and develop/implement policies and solutions.

- Highly developed communication skills and advanced knowledge of creative marketing and communications concepts for higher education. Expert creative copywriting skills and the ability to create and edit compelling and convincing content for brochures, posters, newsletters, websites, PowerPoint presentations, video/audio scripts, and email communications. Experience with web graphics and web multimedia techniques, including interactive programming, filtering, and file conversions.

Preferred Qualifications:

- Familiarity with UC and/or UCR campus organizations and operations.

- Ability and willingness to support emergency response team as needed in campus emergencies.

- Advanced degree in a related field.

Conditions of Employment:

This is a full-time, 2 year contract position, with the possibility of extension or career. The standard work schedule is Monday - Friday, 8:00 a.m. to 5:00 p.m. Travel outside of normal business hours may be required. A valid driver’s license is required. The budgeted annual starting salary range for this position is **$53,415 - $81,477**. 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](http://atyourservice.ucop.edu/employees/new_employee/orientation.html).

Application Instructions:

To apply for this position, please click the [HR JOBS link](http://hrjobs.ucr.edu) 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 Training and Communication Manager position number is **201509018101**.

Filing Date: Open until **.