

Application deadline: 12 May 2023

# E-Learning & LMS Coordinator

## Who are we?

EIT Urban Mobility is an initiative of the European Institute of Innovation and Technology (EIT), a body of the European Union and Europe's largest network for transport innovation in cities.

Our mission is to accelerate change towards a sustainable model of urban mobility and liveable urban spaces. We connect public and private actors and provide them with access to markets, talent, finance, and knowledge in four ways:



Using cities as living labs, our industry, research and university partners will demonstrate how new technologies can work to solve real problems in real cities by transporting people, goods and waste in smarter ways.

Join our team and be part of the change!

## About the EIT Urban Mobility Academy

Our Academy is a collaborative arena for lifelong learning, helping to build critical capabilities for innovation and transformation. We are training the next generation of urban mobility practitioners, needed by the urban mobility ecosystem of the future.

Within the Academy, there are three main areas: the Master School, the Doctoral Training Network and the Competence Hub. The **Academy Competence Hub** offers intensive programmes on hot topics in urban mobility and transport to work with professionals from different sectors, such as project managers, engineers, city executives and entrepreneurs, co-created by our partners in various locations in Europe. This lifelong learning initiative uses a variety of formats including light online material in a Web-TV channel, online courses (asynchronous), and applied courses (on-site, online synchronous and blended). It aims to train 50,000 people per year and to reach a total of 500,000 people per year through its online offers.

More information on the Competence Hub: <https://www.eiturbanmobility.eu/competence-hub/>

In addition, the EIT Urban Mobility Academy is involved in a number of education initiatives in cooperation with the other 7 EIT Knowledge Innovation Communities, EIT KICs, such as EIT Food, EIT Health, EIT Climate, etc. The Academy has an **Education Capacity Building** team which manages, amongst other things, these Cross KIC education initiatives. EIT Urban Mobility is part of the **Strategic Education Cluster**, a Cross-KIC project that represents an unprecedented endeavour in the EIT Education Ecosystem to integrate, systematise and leverage education activities from different KICs, create joint offerings and open new opportunities for raising EIT's profile and for market penetration. The Cluster hopes to further connect all KICs' education offer to the current and future needs of the labour market, including supporting the transition to a low-carbon economy.

In the context of the Strategic Education Cluster, EIT Urban Mobility works with other EIT KICs, which combined comprise a network of over 100 universities alongside other key education and non-education players, on the development of the **EIT Virtual Campus**, which aims at bringing the KICs' professional education offer closer together to tackle the needs of modern economies and societies together. The EIT Virtual Campus is an online shopping window for hundreds of courses offered by the involved KICs.

One of EIT Urban Mobility's main contributions to the Strategic Education Cluster will be managing the design, development, and testing of this brand-new EIT Virtual Campus. The long-term aspiration of the EIT Virtual Campus is to integrate all education offers across the eight KICs in one single portal, with a focus on professional education to begin with. We expect the EIT Virtual Campus to significantly increase traffic to each KIC's education offer, and ensuring it opens new markets to otherwise topic-specific KICs.

**IMPORTANT: this position is to work within the framework of the EIT Virtual Campus project, which has currently secured funding for 3 years, until end 2025 with plans of being further extended.**

## Be part of a team where:

As the **E-Learning & LMS Coordinator**, you will be a member of EIT Urban Mobility Academy, coordinating the development and integration of the Competence Hub's online courses and learning content within the Virtual Campus.

The Academy Competence Hub is hosting 20+ e-courses on **UMC** [www.urbanmobilitycourses.eu](http://www.urbanmobilitycourses.eu), a WordPress based LMS (with 10 additional courses to be delivered by end 2022). The Virtual Campus is also developed on a WordPress based environment. The Competence Hub also produces short and easy-to-follow educational videos that showcase cutting-edge practices in urban mobility, within a **UMX** – a dedicated Youtube Channel <https://www.youtube.com/@urbanmobilityexplained>, which may also be relevant for the Virtual Campus.

Tasks and responsibilities include:

- Supporting the operations of the Academy Competence Hub's online courses and WordPress LMS (hosting, security, add-ons, mailbox support, reporting, analytics) and their integration within the EIT Virtual Campus framework.
- Identifying new features, activities, methods, etc., that can cross-fertilize existing and new Academy initiatives such as EIT Virtual Campus, the Urban Mobility Courses LMS, etc. Ensuring that any relevant best-practice from the EIT Virtual Campus and similar Cross KIC Education initiatives are properly leveraged by the Academy Competence Hub and vice versa.
- Supporting the production of any kind of digital content (text, video, audio, interactive) and/or the improvement of the quality of our online courses from a UX/UI perspective, by providing technical guidance and ensuring that our quality standards and guidelines are followed during production and postproduction.
- Day-to-day responsibilities for project monitoring and management. Monitoring of KPI's and milestones, reporting to the Competence Hub E-learning Manager and/or to the Project Manager Online Education Portal. Regular reporting on the progress of the activities, the fulfilment of the deadlines, the production of output, issuance of the deliverables and the consumption of resources.
- Supporting the contract processes, call frameworks, invoices etc., in contact with providers, as well as EIT Urban Mobility's Finance and Legal departments.

## What you will bring along the way:

We put a high value on your individual qualities, and we are looking for someone who strives for making a difference together with other people.

### Must-Haves:

- Degree or certification in IT, or equivalent working experience.
- Fluent in English (C1).
- Previous working experience as WordPress Administrator.
- Previous working experience(s) in managing e-learning courses and operating LMS platforms, preferably WordPress.

- Previous working experience(s) in the administration of courses, preferably e-courses and online/blended courses.
- IT/technical knowledge or Analytical and digital skills: LMS platform management, e-learning content/module management, analytics, e-course management, database, web development, UX, etc.
- Strong organizational, and project-management skills, particularly in a media/digital production environment.
- Expertise on how to develop, manage and implement multi-stakeholder digital projects.
- Professional use of MS Office (mainly Excel, Teams, Sharepoint).
- Committed, proactive, trustworthy, accurate and respect of timelines and deadlines.
- A positive 'can-do' and hands-on mindset, curious and fast digital learner
- Motivation to work in fast-moving and innovative environments.
- Team player who can work independently.

#### Nice to have:

- Any additional European language other than English C1.
- Knowledge in Totara LMS.

#### What's in it for you:

- Work in an international environment with a company culture focused on empowerment, thriving and continuous growth.
- Strike the right Work-life balance: On top of the flexible hours and remote working options and facilities, you will be granted 27 days of paid time-off to rest and re-energize.
- A yearly training catalogue to support your career development.
- A tax benefit powered by Cobee, allowing you to save up to 47% of your personal income tax.
- A Private health insurance.
- Work in a modern, flexible and collaborative workspace with 360 views of Barcelona, located in the iconic Torre Glòries.

Kindly note that this position is based in **Barcelona**.

Availability to **travel when required by the service** is expected.

*Job reference: HR159-2023*

This is a **permanent and full-time position**, with possibility to **homework up to 2 days** a week.

No relocation expenses are granted.

## APPLICATION PROCESS

### General Conditions:

By the closing date of this call candidates must:

- be a national of an EU Member State or have a working permit valid to work in Spain;
- enjoy their full rights as citizens;

To apply for this position, please download the **application template** from EIT Urban Mobility's website.

Complete the four elements of the application:

- 1) Personal **contact details**.
- 2) An **essential criteria** checklist.
- 3) A **Cover Letter** demonstrating how you match the skills defined in the job description – examples should be given.
- 4) A **curriculum vitae**.

### Follow the naming process detailed below:

- Format:** Save your completed application form in **one single file** in either PDF or Word format.
- File name:** Name the file according to the model "*first name\_last name - EITUM\_FirstName\_LastName*". For example, Joanna Smith would name the file, *EITUM\_Joanna\_Smith*".
- Email title:** The subject field should read "E-Learning & LMS Coordinator. *HR156-2023*".
- Send to:** Send your completed application to: [recruitment@eiturbanmobility.eu](mailto:recruitment@eiturbanmobility.eu).

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## EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

AT EIT Urban Mobility, we value and celebrate diversity in every aspect of life and believe that everyone deserves an equal chance to succeed.

Here we value your talents, skills and experiences, and do not discriminate on any basis –whether it be disabilities or other special needs, gender reassignment, sexual orientation, ethnicity, religion or belief, age, language, political affiliation, property, marital status or any other irrelevant factor.

We are committed to creating an inclusive and supportive work environment where everyone can feel comfortable and thrive.

### DATA PROTECTION DISCLAIMER

Your personal data will be processed with utmost care by the EIT KIC URBAN MOBILITY, S.L. or its subsidiaries.

The said processing will allow us to manage the recruitment of the offered positions, and more specifically:

- to enable you to submit your CV to apply for specific jobs;
- to match your details with the job vacancies and to eventually contact you;
- to retain your details and notify you about future job opportunities similar to the specific role for which you have contacted us;
- to answer your enquiries.

You can exercise your data protection rights, writing to [recruitment@eiturbanmobility.eu](mailto:recruitment@eiturbanmobility.eu).

You may find further information in the full GDPR Compliance privacy note for applicants available [here](#).