

**Public Education Specialist (4167U, contract) 50030**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=228043>

Downloaded On: May. 9, 2024 12:04am

Posted Dec. 21, 2023, set to expire Jun. 30, 2024

**Job Title** Public Education Specialist (4167U, contract) 50030  
**Department** School of Education  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Dec. 21, 2023

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Education - General

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**Job Description**

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**About Berkeley**

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and

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commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

### Departmental Overview

The School of Education at the University of California, Berkeley is home to a diverse group of students and faculty joined by their common interests in understanding and improving the complex world of education. We are committed to providing and cultivating the very best in educational scholarship, innovation, and professional leadership.

The mission of the Expanded Learning Program at UC Berkeley is to prepare, induct, and support a diverse community of equity-focused students, staff, and district leaders who will improve education for vulnerable and historically underserved students in California's public schools in support of social justice.

The School of Education is hiring multiple, part-time, 1-year **contract** roles with varying schedules.

### Application Review Date

The First Review Date for this job is: August 1, 2023

The job posting will be open until all positions are filled.

### Responsibilities

- Under general supervision, organizes and conducts existing expanded learning educational programs and assists in the development of new programs and program materials. Assisting

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with, prioritizing work assignments, developing program recommendations, developing strategic recruiting plans.

- Monitor metrics associated with the various professional learning and coaching programs.
- Assesses presentation / program results through participant evaluations and levels of interest shown and recommends appropriate changes.
- Collaborates and assists with interdepartmental programs within the expanded learning program Unit.
- Participates in workshops, trainings, and other professional development opportunities.
- Other duties, as assigned.

### **Required Qualifications**

- Working knowledge of departmental and organization policies and procedures; knowledge of educational program content and objectives.
- Working knowledge of delivering expanded learning educational programs.
- Working knowledge of current expanded learning education programs and trends.
- Working skills to produce and deliver programs.
- Good reading, verbal, written and interpersonal communication skills, and good presentation skills.
- Associate's degree in related area (or 48 College Units, or pass the Instructional Aide Exam) and / or equivalent experience / training

### **Preferred Qualifications**

- Working knowledge of conducting needs assessment.
- Good analytical skills to understand how business needs can be addressed through the design and delivery of training programs.
- Continuing education in related field.
- 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.

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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 \$26.05 - \$43.97.

### **How to Apply**

Please submit your cover letter and resume as a single attachment when applying. Please upload the document in the Resume section, then skip the (optional) Cover Letter upload section.

### **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.

### **Mandated Reporter**

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

[https://www.eeoc.gov/sites/default/files/migrated\\_files/employers/poster\\_screen\\_reader\\_optimized.pdf](https://www.eeoc.gov/sites/default/files/migrated_files/employers/poster_screen_reader_optimized.pdf)

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For the complete University of California nondiscrimination and affirmative action policy see:  
<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

### 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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