

**STEM Diversity, Equity, and Inclusion (DEI) Coordinator  
(4575U), Graduate Division Operations - 64139  
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=229904>

Downloaded On: May. 9, 2024 5:11am

Posted Feb. 1, 2024, set to expire Jun. 30, 2024

**Job Title** STEM Diversity, Equity, and Inclusion (DEI)  
Coordinator (4575U), Graduate Division Operations -  
64139

**Department** Graduate Division

**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Feb. 1, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Student Services  
Educational Services

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**Job Description**

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Operations - 64139**

### 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

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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 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](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and 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 staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](https://grow.berkeley.edu).

### Departmental Overview

As a central service center for the entire campus, the Graduate Division works to guide and assist students from the moment of admission, through the various milestones of their progress, to the completion of their degree requirements. We provide academic, personal, and professional support services that are vital to the everyday well-being and life-long successes of Berkeley master's, professional, and doctoral students.

As the authoritative resource and chief advocate for graduate education, the Graduate Division ensures the equitable administration of policies governing graduate studies across Berkeley's 14 schools and colleges. As the administrative arm of the Academic Senate's Graduate Council, we partner with the faculty and staff of each program and the deans of each school and college to

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maintain the world-renowned quality of Berkeley's graduate education. The Graduate Division includes the Office for Graduate Diversity, which is led by the Assistant Dean for Graduate Diversity and includes a highly specialized team that develops, guides, and implements campus-wide graduate diversity programs and initiatives.

### **Application Review Date**

The First Review Date for this job is: February 13, 2024

### **Responsibilities**

The STEM DEI Coordinator will work closely with the departments participating in the Sloan Center for Systemic Change (SCSC) grant to provide support and track the following project components:

#### **Support Self-Studies and Action Plans**

- Provide support to the SCSC departments to develop self-studies and action plans of their graduate program climates and to identify their strategic diversity, equity, and inclusion priorities.

#### **Coordinate Leadership and Professional Development**

- Coordinate and support professional development and training opportunities for faculty with both internal and external campus partners that foster inclusive climate, belonging, admissions, and data for equity. Opportunities include leveraging the College of Engineering's EMPOWER program, the Graduate Division's Graduate Diversity Admissions Institute, Graduate Diversity Leadership Academy, and the Equity in Graduate Education Consortium (EGE) partnership.

#### **Support Outreach and Recruitment**

- Support faculty and departments with developing outreach and recruitment plans, leveraging the Graduate Division's and the University of California Office of the President's annual investments through the Growing Our Own initiative, UCOP-supported UC-HBCU Initiative and UC-HSI Doctoral Diversity Initiative grant programs, and the Native American Opportunity Plan.

#### **Coordinate Graduate Student Support and Retention**

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- Coordinate peer support and community-building opportunities for minoritized graduate students at the Inclusive Excellence Hub, including participation in the Office for Graduate Diversity's STEM support programs.

**Project Coordination, Data Analysis, and Reporting**

- Track the departments' progress, maintain all grant project files and documents, and support the use of the Graduate Division's internal data infrastructure and resources for continuous improvement.
- Compile department updates, prepare reports, and conduct data analysis, as needed.

**Required Qualifications**

- Experience working with Science, Technology, Engineering and Mathematics (STEM) academic programs and disciplines.
- Knowledge of best practices for addressing diversity, equity, inclusion, and belonging within graduate education, particularly within STEM fields.
- Knowledge of best practices for university admissions outreach, recruitment, and retention of diverse student populations.
- Experience creating partnerships with diverse higher education constituencies (e.g., faculty, staff, students, internal and external and universities).
- Ability in problem identification and reasoning.
- Ability to develop original ideas to solve problems.
- Skills in judgment and decision-making, problem solving, identifying quantitative and qualitative measures of system performance and the actions to improve performance.
- Solid verbal and written communication skills.
- Multicultural competencies and the ability to work with and engage effectively with diverse populations.
- Service oriented, with skills in active listening and critical thinking.
- Highly organized with the ability to multi-task and manage a diverse portfolio of duties.
- Ability to work collaboratively in a fast-paced environment.

**Education/Training:**

- Bachelor's degree in related area and / or equivalent experience / training.

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**Preferred Qualifications**

- Knowledge of advising and counseling techniques.

**Education/Training:**

- Graduate degree 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.

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 \$60,000.00 - \$76,896.00.

- This is a 24-month, 100%, full-time (40 hours per week), contract position that is eligible for full UC benefits with the possibility of extension.
- This position is exempt and paid monthly.
- This is a hybrid position, eligible for up to 20% remote capability.

**How to Apply**

To apply, please submit your resume and cover letter.

**Conviction History Background**

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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.

**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, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

**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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