

Educational Technology Sup 2 (7345U), Haas School of
Business - 66571
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234037>

Downloaded On: May. 16, 2024 2:14am

Posted Apr. 5, 2024, set to expire Jun. 30, 2024

Job Title	Educational Technology Sup 2 (7345U), Haas School of Business - 66571
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 5, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Information Technology Educational Services
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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.

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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.

Departmental Overview

UC Berkeley's Haas School of Business offers a unique opportunity to champion new ideas, collaborate across boundaries, and continually learn in a workplace committed to increasing diversity and creating a welcoming environment for all. Our distinctive culture is captured within our four [Defining Leadership Principles](#): **Question the Status Quo, Confidence Without Attitude, Students Always, and Beyond Yourself**. These principles distinguish Berkeley Haas as a unique environment, conducive to teamwork, collaboration, and career growth.

For more information about the Haas School of Business visit: <https://haas.berkeley.edu/about/>

Haas Teaching and Event Services "TES" (AKA Haas Media Services) offers a broad range of AV services, including classroom AV, event production, teaching technology technical support, and many more services for the Haas School of Business. Our expert technical staff is responsible for setting up

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and operating state-of-the-art audio, video, recording, and projection systems throughout the Haas campus. We support the video capture of thousands of Haas courses, live streaming of events, and sound reinforcement, in addition to maintaining mission-critical AV infrastructure.

The Haas School of Business embraces flexible working arrangements for its employees. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

Application Review Date

The First Review Date for this job is: 04/03/2024.

Responsibilities

Involves planning, coordinating, and administering Audio Visual (AV) programs, processes, facilities, and technical systems in support of education, research, conferences, events, communications or administrative activities, athletics and other purposes. Includes one or more of the following areas: technical, instructional or command media or video and audiovisual production. Works closely with and/or provides counsel to institutional representatives coordinating major projects or events.

- Directly supervises audio-visual (AV) and classroom production services in support of organizational or business objectives, including Haas course lecture capture and event productions.
- Review unit processes and approve transactions.
- Researches and resolves issues and discrepancies.
- Resolves problems and/or keeps senior management informed as necessary.
- Directly supervises the work of the Haas Teaching and Event Services "TES" (AKA Media Services) department, including staff specialists and outside contractors providing technical support and media production services.
- Maintains adequate staff, adjusting work schedules as necessary.
- Supervises technicians supporting classroom, learning, and special events activities.
- Supervises, trains, and schedules personnel that may include students and volunteers.
- Participates in the selection, development, and evaluation of staff.
- Supervises the maintenance and upkeep of AV equipment inventory, asset management, media production equipment, and facilities, as well as fixed AV installations at various sites.
- Has responsibility for quality and quantity of work within the TES team.
- Oversees requests received in ServiceNow, ensures requests are fulfilled within established timelines, and that work performed is within agreed standards and quality.

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- Supervises the maintenance and upkeep of AV equipment inventory, asset management, media production equipment, and facilities as well as fixed AV installations at various Haas sites.
- Makes recommendations to purchase equipment and supplies.
- May provide input on the selection and assignment of outside contractors as required.
- Other duties as required

Professional Learning and Growth

- Embraces the principle of being a "student always" by engaging in opportunities for training, workshops, seminars, continuing education pertinent to the position, or at the suggestion of the supervisor.
- Actively contributes to a team environment that fosters and promotes a culture of diversity, equity, inclusion, and belonging (DEIB) within the unit and at Haas.
- Engages in ongoing education to promote diversity, equity, inclusion & belonging by completing University sponsored certifications & training sessions (ie: MEP Workshop, Implicit Bias Certification, LinkedIn Learning workshops, and other workshops & seminars offered by the University or Haas, as they are made available) or by engaging in external seminars & resources related to DEIB.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.

Required Qualifications

- Thorough understanding of media production methods and equipment.
- Knowledge of computer, media, and networking technology.
- Knowledge of relevant technology and methods of operations.
- Strong interpersonal communications skills and customer service orientation.
- Strong organizational and program management skills.
- Thorough knowledge of supervisory and leadership techniques in managing staff.
- Excellent oral and written communication skills.
- Excellent interpersonal skills, demonstrating a desire to promote diversity, equity, inclusion and belonging to establish and maintain positive & professional working relationships with colleagues, students and team members.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.
- Demonstrates an understanding of and commitment to diversity, equity, inclusion, and belonging

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in a business, organization or public university setting.

Education/Training:

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

Preferred Qualifications

- Knowledge of intellectual property (IP) restrictions and skill to ensure that media meets IP requirements.
- Knowledge of administrative procedures and office management.
- Knowledge of financial recordkeeping.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC 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 \$77,600.00 - \$115,000.00.

How to Apply

- To apply, please submit your resume and cover letter.

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Diversity Statement

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

Other Information

- This is not a visa opportunity.

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.

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.

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To apply, visit

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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