

Curriculum Planner and Course Scheduler (4523U) -  
27284 - 1232  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=130440>

Downloaded On: Dec. 11, 2019 7:22pm

Posted Oct. 3, 2019, set to expire Jan. 30, 2020

<b>Job Title</b>	Curriculum Planner and Course Scheduler (4523U) - 27284 - 1232
<b>Department</b>	N/A
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Oct. 3, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Educational Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/1644479">https://apptrkr.com/1644479</a>

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**Job Description**

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About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance academic and artistic, political and cultural make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley

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Workplace Culture with their potential for success at  
[url=https://apptrkr.com/get\_redirect.php?id=1644479&targetURL=http://jobs.berkeley.edu/why-berkeley.html]http://jobs.berkeley.edu/why-berkeley.html.

#### Application Review Date

The First Review Date for this job is: July 26, 2019

#### Departmental Overview

The College of Natural Resources (CNR) at UC Berkeley is recognized for its educational and research excellence in subjects related to the environment, and it offers many programs that are consistently ranked amongst the top in the country. The College is composed of four academic departments and a graduate group (Agricultural and Resource Economics; Environmental Science, Policy, and Management; Nutritional Sciences and Toxicology; Plant and Microbial Biology; and the Energy and Resources Group) offering 11 undergraduate majors and 9 minors in diverse areas of natural and social sciences with an undergraduate enrollment of approximately 2,200 students.

As a member of the College's Office of Instruction and Student Affairs (OISA), this position will be assigned a variety of job responsibilities that directly support the ability of the College to provide quality education to undergraduates. These responsibilities will involve activities in course management, including complex scheduling, operational and administrative issues related to academic course offerings, and curriculum planning. The position involves gathering and summarizing student and course related data for strategic decision-making and reporting purposes. The incumbent will manage other projects as well, including the CNR course offerings website, a faculty newsletter, one-time room requests across the college, concurrent enrollment requests, all CNR DeCal courses, and Final Exams and RRR week room reservations. The position will report to the Assistant Dean of Instruction and Student Affairs.

#### Responsibilities

- \* Assume direct responsibility for scheduling campus and departmental classrooms for all undergraduate (and some graduate) lectures, seminars, and discussion sections each term
- \* Promote offering of courses each term by posting descriptions to the website (and in the summer securing posters for marketing and disseminating to junior colleges and other interested parties).
- \* Manage communications between the Office of the Registrar and instructors, ensuring instructors are apprised of key information throughout the term.

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- \* Handle all aspects of enrollment management from setting course reserve capacities to troubleshooting individual student enrollment issues.
- \* Manage the concurrent enrollment process per departmental policy.
- \* Manage all one-time room requests.
- \* Oversee the DeCal process, making sure that students have submitted all necessary paperwork correctly and that all DeCal courses are properly scheduled.
- \* Project future course planning based upon faculty availability, taking into account sabbaticals, fellowships and grants, internal and external administrative assignments, and courses taught in other departments and/or other universities, and recommend replacement courses when necessary.
- \* Devise solutions to classroom space and scheduling problems, taking into account the curriculum needs of students, the needs of faculty, and available options. This includes negotiating with the central scheduling office to meet departmental scheduling needs of general assignment classrooms and with departmental managers of the 5 CNR departments for departmental space.
- \* Advise Assistant Dean of Instruction and Student Affairs on complex curricular issues and recommend courses of action when new courses and programs are introduced.
- \* Utilizing extensive knowledge of course content, facilitate new course approval and curriculum revisions through interaction with the Committee on Courses of Instruction and similar organizations.
- \* Assist with the planning and implementation of various departmental events.
- \* Participate in professional training and development opportunities as appropriate.
- \* Serve on campus, college, or department committees as appropriate.
- \* Provide enrollment support for students, and in particular field undergraduate enrollment email inquiries.

#### Required Qualifications

- \* Knowledge of common Customer Resource Management, Oracle, Google, and Microsoft Excel products, in addition to University-specific computer application programs, including bCourses, Campus Solutions, and CalCentral.
- \* Thorough knowledge of department, campus, and University policies, procedures, and directives.
- \* Through knowledge of department and school/college general and major course and degree requirements.
- \* Advanced interpersonal skills to work with and gain trust from department senior management, faculty, and students.
- \* Advanced ability in problem identification, reasoning, analysis to identify trends.
- \* Advanced ability to find solutions to conflicting situations.



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#### Education/Training:

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

#### Salary & Benefits

This is an exempt, monthly paid position. Annual salary is commensurate with experience within the range of \$58,000.00 - \$70,000.00.

For information on the comprehensive benefits package offered by the University visit:

[url=https://apptrkr.com/get\_redirect.php?id=1644479&targetURL=http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

#### How to Apply

Please submit your cover letter and resume as a single attachment when applying.

#### 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:



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[url=https://apptrkr.com/get\_redirect.php?id=1644479&targetURL=http://www.eeoc.gov/employers/upload/pos

For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get\_redirect.php?id=1644479&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1644479]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H

### 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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