

Data Course Coordinator (4523U) Job 2695 - Division of  
Data Science & Information - 2695  
University of California, Berkeley

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Posted Nov. 7, 2019, set to expire Mar. 5, 2020

<b>Job Title</b>	Data Course Coordinator (4523U) Job 2695 - Division of Data Science & Information - 2695
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Nov. 7, 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>	Research/Technical/Laboratory Educational Services
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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

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position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at [\[url=https://apptrkr.com/get\\_redirect.php?id=1699348&targetURL=http://jobs.berkeley.edu/why-berkeley.html\]](https://apptrkr.com/get_redirect.php?id=1699348&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: 11/19/19

#### Departmental Overview

Formally established in July 2019, the Division of Data Science and Information is a dynamic, innovative unit created to meet the opportunities and demands of a world where data, machine learning, and artificial intelligence inform practice and policy in virtually every arena. The Division connects the Data Science Education Program, School of Information, Departments of Electrical Engineering & Computer Sciences and Statistics, the Berkeley Institute for Data Science, and the Data Science Commons.

The Division is responsible for growing Berkeley's broad-based data science education program, including classes and programs serving thousands of undergraduate students a year. It includes a BA degree in Letters & Science and a new minor. It is responsible for supporting the campus-wide data science education program, including a foundational introductory course, Data 8 and 100, serving over 2,000 students and growing rapidly, with dozens of connector courses, several advanced courses serving thousands of students, and a portfolio of co-curricular programs. This position works closely with staff and faculty within the Division and departments to support the ongoing operation and continuing growth and development of the courses and program.

Reporting to the Director of Advising in the Data Science Education Program (DSEP),

The Course Coordinator has responsibility for supporting course management duties for the Data Science courses, specifically Data 8 and 100 and all other DATA courses. This position is responsible for scheduling courses and rooms, managing enrollment, hiring ASEs, and supporting instructors and student course staff. The incumbent helps the faculty and staff associated with the courses and curriculum logistics. The position also works in close coordination with staff and faculty leadership in Data Science Education Program to assess issues and develop solutions that can improve student access to courses. The incumbent works closely with the finance group and the Business Services manager in gathering and reviewing data for sound fiscal management. Through these endeavors, the position's mission is to assist in making Data Science courses run efficiently and thus support students'

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academic success.

### Responsibilities

#### 40% Academic Student Employee Management:

- \* Oversees Academic Student Employee hiring to ensure accurate and timely offers and hiring requests
- \* Enters hiring details into ACG database for all GSIs, Readers, and Tutors (800+) each semester for ERSO to take appropriate hiring transactions.
- \* Collaborates with advising team to ensure compliance with the Grad Division/campus academic student hiring policies and guidelines. Keeps abreast of union/contract changes, and communicates needed updates.
- \* Submits undergraduate petition to Director of Advising. Coordinates undergraduate fee remission transactions in SIS.
- \* Reader/Tutor Hiring - Works with instructors to find suitable candidates for open positions. Verifies candidate qualifications, and coordinates employment offers through ACG database.
- \* Summer Sessions - Coordinates administrative aspects (hiring of instructors, GSIs, Readers, student assistants) of the Summer Sessions program collaborating with ERSO, Summer Sessions, and departmental hiring instructors and student services officers. Enters hiring information into eHire and ACG database.
- \* ASE Position Management - tracks and maintains 1000+ single headcount position numbers for ASE hiring requests using UCPath Position Control Request, Add/Update Position Request, and Funding Entry modules.

Conducts student/course enrollment trend analysis, assesses budgetary constraints for temporary academic support needs, and provides recommendations to the Director of Advising and Business Services Manager in support of the department's financial operations. Prepares and shares budget worksheets with instructors to facilitate hiring.

35% Schedules courses and all rooms for all DATA courses including Data 8, 88, 100 (lectures, sections, tutoring space, rooms for course staff meetings, special rooms for student accommodations), etc.

Devises curriculum planning in collaboration with chair/dean and faculty, and with other departments, to ensure students' progress through course sequences, avoiding conflicts, and ensuring compliance

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with campus-wide policies.

Using judgment and discretion, independently obtains classrooms for courses taking into account the requirements and restrictions of the Campus Scheduling Office, past enrollment trends, instructor preferences, equipment and facility needs, department and campus needs. Consults with Campus Scheduling Office and instructors on issues regarding obtaining appropriate classrooms and advises faculty and manager on options. Works with other departments to set up cross-listed and room-shared courses. Consults with and advises faculty scheduler on student and department needs.

Enrollment management. Implements decisions about reserved seats and permission codes. Manages student section requests and, after consulting with Course Manager, places students into sections.

Collects, analyzes, and provides statistics on Data Science enrollment trends to department management.

Advises and recommends new enrollment policies to faculty in order to ensure clarity and consistency in enrollment planning. Communicates policy broadly to students using webpages, social media and one-on-one advising. Manages Data Science student enrollment for efficient use of classroom space and resources, and ensures students are enrolled based upon established priorities. Sets up enrollment limits, seat reservations, and other course restrictions. In consultation with faculty and manager, drops no-shows and replaces them with the highest-priority waiting-list students.

Receives and redirects requests for non-GA classroom technology and space issues.

\*Supports academic advising by responding to student queries and managing student communication about course enrollment. May provide additional advising support during non-peak scheduling times.

15% Provides administrative support to courses including support with copying and distribution of documents/course materials and other support as needed.

Student Group Billing - Runs CalAnswers reports and coordinates payments from student groups to cover semester expenditures. Serves as SIS Award Entry preparer for miscellaneous student stipends.

10% Supports faculty in preparation of new COCI proposals for DATA courses. Serves as point of contact in CMS. Prepares and submits Course Approval Forms to the Committee on Courses of the Academic Senate as additions, changes, or withdrawals of courses are submitted. Utilizing knowledge

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of course content, facilitates new course approval and curriculum revisions through interaction with the Data Science Degree Programs Governance Committee, Academic Senate, and similar organizations.

#### Required Qualifications

- \* 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.

#### Preferred Qualifications

- \* Knowledge of common University-specific computer application programs, including the Tele-Bears enrollment system.
- \* Thorough knowledge of department, campus, and University policies, procedures, and directives.
- \* Bachelors degree in related area and/or equivalent experience/training.

#### Salary & Benefits

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

[url=https://apptrkr.com/get\_redirect.php?id=1699348&targetURL=http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

- \* The salary range designated for this position: \$50,400 - \$65,000; however, starting salary will be commensurate with experience.

#### 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



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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 see:

[url=https://apptrkr.com/get\_redirect.php?id=1699348&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=1699348&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1699348]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

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