

Program Coordinator (4167U) - 6531
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=140370>

Downloaded On: Sep. 29, 2020 8:44pm

Posted Mar. 19, 2020, removed Jun. 12, 2020

Job Title	Program Coordinator (4167U) - 6531
Department	
Institution	University of California Berkeley Berkeley, California
Date Posted	Mar. 19, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Educational Services Student Services
Apply Online Here	https://apptrkr.com/1875847

Apply By Email

Job Description

Program Coordinator (4167U) - 6531
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 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

Program Coordinator (4167U) - 6531
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=140370>

Downloaded On: Sep. 29, 2020 8:44pm

Posted Mar. 19, 2020, removed Jun. 12, 2020

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 [\[url=https://apptrkr.com/get_redirect.php?id=1875847&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1875847&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get_redirect.php?id=1875847&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=1875847&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get_redirect.php?id=1875847&targetURL=https://strategicplan.berkeley.edu/our-strategic-plan\]](https://apptrkr.com/get_redirect.php?id=1875847&targetURL=https://strategicplan.berkeley.edu/our-strategic-plan)our Strategic Plan[\[url=https://apptrkr.com/get_redirect.php?id=1875847&targetURL=https://strategicplan.berkeley.edu\]](https://apptrkr.com/get_redirect.php?id=1875847&targetURL=https://strategicplan.berkeley.edu).

Application Review Date

The First Review Date for this job is: March 26, 2020

Departmental Overview

UC Berkeley Extension is the continuing education branch of the University of California, Berkeley. Extension offers more than 2,000 courses per year in a variety of subjects both online and in the classroom. Extension's administrative departments and units include student records (transcripts), registration, scheduling, international student services, facilities, financial services, and the cashier's office. In addition to the main Berkeley center, it has responsibility for the maintenance and operation of regional centers in San Francisco (Spear Street), and Belmont and other leased facilities in the San Francisco Bay Area.

Responsibilities

- * Under general supervision, organizes and supports existing international program courses and assists in the development of new programs and related course materials.
- * Works directly with instructors to secure academic approval for courses submitted to COCI (Committee of Courses on Instruction), assisting them in developing course outlines for the Course and

Program Coordinator (4167U) - 6531
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=140370>

Downloaded On: Sep. 29, 2020 8:44pm

Posted Mar. 19, 2020, removed Jun. 12, 2020

Instructor Approval (CIA) Process.

- * Track progress of CIA process and alert Program Director of any potential issues.
- * Assists in the recruitment of new instructors and solicits course proposals.
- * Works with Program Director to identify potential instructors; coordinates instructor interviews, and is involved in assessing instructor candidates.
- * May conduct research on various international programs, compiling information to support a Program Director's decision to create a new course or program.
- * Assists in planning and scheduling course offerings and course topics.
- * Schedule courses and arrange for classroom space for a portfolio of classes.
- * Provide administrative and logistical support to the department's most complex programs, including monitoring and updating online groups and programs.
- * Establish and maintain files for courses and instructors on all applicable systems
- * Arrange for logistical support of courses, programs, and meetings which may include: exams, audio-visual equipment, computers, photocopying, textbook orders, catering, lodging, support staff/cashier needs and other course materials.

Student Advising and Instructor Support:

- * Provides front line support for students and instructors.
- * Advises prospective student applicants on program options and assesses admission eligibility.
- * Assists students in determining proper courses to complete program requirements.
- * Tracks student over-all progress, alerting Program Director and appropriate staff if students have academic, cultural, or health issues.
- * Provide assistance to international students who have a wide variety of questions about programs, life in Berkeley, and activities on campus.
- * Researches and resolves enrollment issues.
- * Resolves student/instructor disputes, when appropriate refers issues to the Program Director.
- * Orients new instructors to Extension international policy and procedures.
- * Responds and resolves urgent situations such as last minute course schedule or location changes, informing students and instructors of changes.
- * May create and present training materials for instructors or students pertaining to navigating LMS and/or Extension procedures

Event Planning:

- * Organizes and coordinates student/instructor orientations, information sessions, departmental program extracurricular activities, closing ceremonies and special events for agents and international partners.

Program Coordinator (4167U) - 6531
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=140370>

Downloaded On: Sep. 29, 2020 8:44pm

Posted Mar. 19, 2020, removed Jun. 12, 2020

- * Serves as the lead in coordinating presentations and event handouts; verifies presentation and handout information for accuracy.
- * Conduct presentations, facilitate workshops and information sessions at orientation events; presents program information to incoming students.
- * Specialized tasks eg. Internship program coordination, credentialing analysis, management of library.
- * Other duties as assigned.

Required Qualifications

- * Ability to gain working knowledge of departmental and campus policies and procedures; knowledge of educational program content and objectives.
- * Working knowledge of delivering international programs for high-school students, undergraduates, and graduate students.
- * Working knowledge of current international education programs and trends.
- * Working skills to produce and deliver programs.
- * Working knowledge of conducting needs assessment.
- * Ability to work with diverse populations, including students whose English is somewhat limited
- * Good analytical skills to understand how business needs can be addressed through the design and delivery of training programs.
- * Good reading, verbal, written and interpersonal communication skills, and good presentation skills.
- * Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- * Proficient at the use of business software systems in completion of assignments (e.g. Microsoft Office Suite) and ability to learn new software.
- * Ability to prioritize conflicting projects and meet project deadlines.

Education/Training:

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

Salary & Benefits

This position is a non-exempt, bi-weekly paid position. Hourly pay for this role is commensurate with experience.

Program Coordinator (4167U) - 6531
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=140370>

Downloaded On: Sep. 29, 2020 8:44pm

Posted Mar. 19, 2020, removed Jun. 12, 2020

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

[url=https://apptrkr.com/get_redirect.php?id=1875847&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.

Other Information

This is a 12-month, full-time (40-hours per week), Contract (temporary) appointment.

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 see:

[url=https://apptrkr.com/get_redirect.php?id=1875847&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=1875847&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1875847]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H

Contact Information



Program Coordinator (4167U) - 6531
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=140370>

Downloaded On: Sep. 29, 2020 8:44pm

Posted Mar. 19, 2020, removed Jun. 12, 2020

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California Berkeley

,