

Public Education Specialist 3 (7398U) - 6832
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=140406>

Downloaded On: Jul. 15, 2020 3:46am

Posted Mar. 19, 2020, removed Jun. 11, 2020

Job Title	Public Education Specialist 3 (7398U) - 6832
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
Apply Online Here	https://apptrkr.com/1876150

Apply By Email

Job Description

Public Education Specialist 3 (7398U) - 6832
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 founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual,

Public Education Specialist 3 (7398U) - 6832
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=140406>

Downloaded On: Jul. 15, 2020 3:46am

Posted Mar. 19, 2020, removed Jun. 11, 2020

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 [\[url=https://apptrkr.com/get_redirect.php?id=1876150&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1876150&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get_redirect.php?id=1876150&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=1876150&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get_redirect.php?id=1876150&targetURL=https://strategicplan.berkeley.edu/\]](https://apptrkr.com/get_redirect.php?id=1876150&targetURL=https://strategicplan.berkeley.edu/)our Strategic Plan[\[url=https://apptrkr.com/get_redirect.php?id=1876150&targetURL=https://strategicplan.berkeley.edu\]](https://apptrkr.com/get_redirect.php?id=1876150&targetURL=https://strategicplan.berkeley.edu).

Application Review Date

The First Review Date for this job is: March 25, 2020

Departmental Overview

The Institute of International Studies (IIS), is an organized research unit reporting to the Vice Chancellor for Research. The Institute supports interdisciplinary research among faculty, graduate students, undergraduates, and visitors on issues of global concern. IIS sponsors and facilitates academic research activities, graduate student fellowships and a variety of programmatic interdisciplinary colloquia, seminars and conferences.

Responsibilities

- * Plans and develops, in consultation with IIS and CPD Directors, new programs and adjusts existing programs in a continuing research and public education environment.
- * Programs may include colloquia, special workshops, and cross-discipline collaborative research programs and undergraduate and graduate student programs.
- * Acts as main contact for the CPD Research Associates Program and the IIS Visiting Scholars Program.

Public Education Specialist 3 (7398U) - 6832
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=140406>

Downloaded On: Jul. 15, 2020 3:46am

Posted Mar. 19, 2020, removed Jun. 11, 2020

Develops institutional grant proposals and works in concert with SHARE Regional Services for pre-and post-grant work for the unit:

- * Assists with the monitoring of all contract and grant expenditures, interim and final grant reports and ensures that financial processing functions (including Accounts Payable and Accounts Receivable) are performed with accuracy and that daily operations run smoothly {From Financial Services Analyst 2 Job Standard}.
- * Works with SHARE Regional Services to prepare and reconcile budgets for programs.
- * Actively participates with IIS and CPD directors in long-range strategic planning for organized research and public educational programs.
- * Participates in developing constituencies and promoting programs to target audiences.
- * Assists directors to recruit, select, orient and evaluate program participants.
- * Identifies and develops evaluation tools for programs.
- * Evaluates and adjusts programs through evaluations and level of interest shown.
- * Disseminates current research activities through the web and other media outlets.
- * Works on marketing, and event planning for IIS.
- * Plans and promotes fundraising events for IIS with IIS Director, and serves as a liaison with campus development office and fundraising organization.
- * Facilitates and supports own and others special program events.
- * Oversees the work of student assistants.

Required Qualifications

- * Thorough knowledge of functional area and understanding of how work may impact other areas.
- * Thorough analytical skills to conduct analysis and develop recommendations, demonstrating organization and problem-solving skills.
- * Thorough and effective verbal, written and interpersonal communication skills and presentation skills.
- * Thorough knowledge of campus policies and procedures, or ability to learn.
- * Thorough knowledge of and skill in delivering programs.
- * Thorough knowledge of current public educational programs and trends.
- * Thorough skills to conduct needs assessment and development of new presentations/courses to meet organizational needs.
- * Knowledge of managing a portfolio of business and management courses at the university or corporate level.
- * Skill in using business software systems in the completion of work assignments; i.e. Word, Excel, Access, PowerPoint.

Education/Training:

Public Education Specialist 3 (7398U) - 6832
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=140406>

Downloaded On: Jul. 15, 2020 3:46am

Posted Mar. 19, 2020, removed Jun. 11, 2020

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

Preferred Qualifications

* Graduate degree and/or equivalent experience/training preferred.

Salary & Benefits

This is an exempt, monthly paid position. Annual salary is commensurate with experience.

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

[url=https://apptrkr.com/get_redirect.php?id=1876150&targetURL=https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]https://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.

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=1876150&targetURL=https://www.eeoc.gov/employers/upload/po

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

[url=https://apptrkr.com/get_redirect.php?id=1876150&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

Public Education Specialist 3 (7398U) - 6832
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=140406>

Downloaded On: Jul. 15, 2020 3:46am

Posted Mar. 19, 2020, removed Jun. 11, 2020

[url=https://apptrkr.com/1876150]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

,