

Staff Director of Community-Engagement Programs
(6300U) - Civil & Environmental Engineering
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=236169>

Downloaded On: Jun. 26, 2024 7:49am

Posted May 16, 2024, set to expire Jun. 30, 2024

Job Title	Staff Director of Community-Engagement Programs (6300U) - Civil & Environmental Engineering
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	May 16, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Communications/Public Relations
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Job Description

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Staff Director of Community-Engagement Programs (6300U) - Civil & Environmental Engineering

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

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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

The Department of Civil and Environmental engineering (CEE) is a complex academic department within the College of Engineering. The Department is composed of 7 graduate programs: Structural Engineering, Mechanics and Materials; Environmental Engineering; Transportation Engineering; Engineering and Project Management; Geosystems; Systems Engineering; and Energy, Civil Infrastructure and Climate.

In 2023, CEE was ranked first in the nation for both its undergraduate and graduate programs. The Department consists of 45 faculty, 400 graduate and 400 undergraduate students, and 21 staff plus numerous emeriti, lecturers, and visiting scholars.

The Staff Director of Community Engagement Programs will work with the Faculty Director of Community-Engaged Education in Civil and Environmental Engineering (CEE2), the Department Chair, and the Department Manager to whom this position reports.

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Application Review Date

The First Review Date for this job is: May 29, 2024 - Open Until Filled

Responsibilities

Engaged Scholarship Support and Facilitation:

- Working with the Faculty Director of Community-Engaged Education in Civil and Environmental Engineering (CEE), the position supports engaged teaching, research, and outreach activities through communications, scheduling, and direct facilitation of related events.
- Helps to establish (and maintain) relationships with 1) area school districts in underserved communities and 2) community-based organizations in West Oakland, Richmond, San Rafael, East Palo Alto (e.g., West Oakland Environmental Indicators Project, Nuestra Casa in East Palo Alto, and the Richmond Shoreline Alliance).
- Responsible for learning, and maintaining knowledge, of ongoing work (research, teaching, and outreach) done by CEE faculty and students. Applies the knowledge to match CEE faculty and students with external partners (area school districts and the community-based organizations) based on mutual interests and capability.
- Coaches and supports partnership participants through the process of establishing institutional agreements, cultivating the partnership vision, goals and agenda, and continuous improvement and evaluation of the partnership. Can advocate, understand, reconcile, and negotiate the landscape of both the University and the area schools and community-based organizations settings.
- In order to support and strengthen the partnerships, organizes CEE faculty and students to contribute to community based events and projects. Plans, organizes and executes convenings of the partnership, which includes all communication, logistics, agenda development, materials, reports, and operations. Communicates clearly to all participants regarding specific roles, requirements and expectations.
- Plans, organizes and manages ongoing in-person and virtual engagement of participants. Establish connections to local high schools that would involve classroom visits, demonstrations and other activities. One focus would be working with underrepresented high schools and impacted communities that could provide opportunities for under-represented minority applicants to the CEE undergraduate program.

Establishing New Partnerships:

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- Cultivates opportunities to expand engagement and builds on existing external partnerships to expand them into new activities. Expands the number and diversity of external partners with whom the CEE Department engages. Builds a network of people in the Bay Area who are active in community-based organizations, and may benefit from coordination with other units on campus involved with similar scholarship.
- Supports the navigation and negotiation of the initial stages of the partnership. This may include coaching participants through the skills, knowledge and culture needed for engaging throughout a partnership project.
- Additionally, responsible for maintaining regular communication with CEE faculty about emerging opportunities and their interest in them.

Administrative Support for Partnerships and Professional Development:

- Develops expertise in campus practices and procedures in order to facilitate the establishment of formal on-going partnerships between Berkeley CEE Department and external community-based organizations. This support includes purchasing and payments, insurance requirements, contract initiation, and reporting.
- Seeks out and participate in opportunities for career growth and professional development, including, but not limited to: UC Berkeley Annual "Next Opportunity at Work" Conference, University Extension Sponsored Tuition program, Communities Practice, and staff fellowships.

Program Evaluation and Reporting:

- Develops and maintain a spreadsheet (or database) that includes information on existing and historical external partnerships with CEE faculty and students. This database should include the dates and nature of the partnership, internal and external points of contact, and other information that will help guide future activities.
- As part of these duties, organizes post-engagement reporting from all participants on successes and failures, and will communicate to all parties summaries of these reports. These reports will allow Berkeley CEE academics and external partners to learn from these experiences and identify opportunities for continuous improvement and growth.
- Creates reports and updates on the partnerships to present to prospective donors and supporters in alumni communities and industry.

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Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Advanced knowledge of the campus, its vision, mission, goals, objectives, achievements, issues of concern and infrastructure.
- Advanced knowledge of assigned area of responsibility, for example, the campus scientific community.
- Advanced knowledge of issues of concern in higher education.
- Advanced knowledge of practices and procedures associated with building and maintaining effective working relationships with all levels of alumni, internal and external constituencies.
- Advanced written, verbal, and interpersonal communication skills, including skill to produce information that is appropriately presented and effectively received by target constituencies.
- Active listening skills, including advanced critical thinking and analytical skills.
- Skill to recognize potential areas of constituency concern and address, resolve and / or mitigate problems or issues.
- Advanced project management skills, including skills to plan and implement successful events.

Salary & 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 to \$109,000 yearly. This is a 100% FTE career position eligible for full benefits.

Conviction History Background



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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, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH



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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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