

Classroom Assistant, Multiple Locations (4127U) 69893
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=237065>

Downloaded On: Jun. 29, 2024 6:02pm

Posted Jun. 4, 2024, set to expire Jun. 30, 2024

Job Title	Classroom Assistant, Multiple Locations (4127U) 69893
Department	Early Childhood Education Program
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jun. 4, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Educational Services
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Job Description

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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 Early Childhood Education Program (ECEP) serves over 260 children (3 months through pre-kindergarten) of university (faculty, staff and students) and community families. The program consists of over 60 career FTE, 10 - 30+ limited and per diem substitutes, and 60 - 80 student assistants who work daily with children and families in the program to assure high quality early education experiences that best nurture and develop the individual child, support a family responsive environment for the university and advance the field of early childhood education.

There are multiple openings for this position. Job will be open for applications until all openings are filled. Locations include:

- Child Study Center
- Haste Street
- Dwight Way
- University Village

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Responsibilities

- Plans events that engage community members actively and passively to build community and educate in various issues
- Executes the program and address details and gaps through the entire program planning processes including the execution of the program
- Interacts with program participants in a positive manner and ensures they are included in the programming
- Develops knowledge of communication methods, techniques and skills through continuing education.
- Assess programming success and makes suggestions to supervisor for future programming.

Required Qualifications

- Knowledge of program activity practices and procedures.
- Verbal and written communication skills in the English language, active listening, and dynamic flexibility in adapting to the needs of clients.
- Ability to exercise sound judgment and employ reasoning skills.
- Client service minded, entrepreneurial spirit and creative thinking skills.
- Basic skills in computer programs relevant to job duties.
- Knowledge of campus policies and procedures.
- High school diploma and / or equivalent certification / experience / training

Salary & Benefits

This is a per diem position with varying hours. The position is not eligible for UC Benefits.

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.

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The budgeted hourly range that the University reasonably expects to pay for this position is \$18.07-\$23.00.

How to Apply

To apply, please submit your resume and cover letter.

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.

Physical Exam

Employment is contingent upon passing a physical exam.

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](#).



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To apply, visit

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

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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