

Program Assistant (4167U) 69969
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=237187>

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Posted Jun. 7, 2024, set to expire Jun. 30, 2024

Job Title	Program Assistant (4167U) 69969
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jun. 7, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/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 transformative opportunity it provides to a large and diverse student body; its public mission and

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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 Academic Talent Development Program (ATDP) is nationally renowned and provides a wide variety of educational options to over 2,000 children and youth from kindergarten to Grade 11. The program offers 125 challenging summer school courses that meet the intellectual needs of highly-motivated, academically talented students. ATDP employs about 200 instructional staff to support the program. It has two major missions: (a) providing enriched and accelerated courses and (b) producing research and scholarship on talent development in diverse populations.

Application Review Date

The First Review Date for this job is June 19, 2024

Responsibilities

- Maintains program visibility in schools and community. Responds to phone, email, and in-person inquiries related to ATDP program activities and deadlines. Delivers workshops to parents and families at community and school sponsored events promoting education programs and services.

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- In conjunction with BSE's business services unit, coordinates ATDP's financial transactions (e.g. purchases, reimbursements, supply orders, credit card deposits, expenses, and refunds, payments to vendors, rental payments, etc.). Coordinates supply and equipment deliveries for ATDP operations and all Elementary Division (ED), Secondary Division (SD), Global Programs (GP), and Explorations (Exp) program offerings. Reviews and monitors ATDP budget reports.
- Recruits and enrolls K-12 students for program participation and services. Evaluates student applications and assists in making course placement decisions. Enters student-related information in ATDP's database system.
- Coordinates timely delivery and return of Elementary Division (ED) supplies each summer via moving services. Serves as liaison between ATDP main office and off-campus Elementary Division program to ensure smooth operations of ED. Participates in meetings with school site personnel and/or service providers.
- Coordinates pedagogy courses and teaching assistant placements.
- Professional development and other duties, as assigned.

Required Qualifications

- Working knowledge of departmental and organization policies and procedures; knowledge of educational program content and objectives.
- Knowledge and understanding of K-12 education
- Strong computer skills including word processing, database, and spreadsheet software.
- Implementation skills to produce and deliver programs.
- Strong organizational skills with attention to detail.
- Experience with various campus financial processes (e.g., Bear-Buy, blue card, IOCs, vrending, reimbursements, credit card deposits, etc.)
- Ability to quickly learn campus systems and processes using a mac computer with minimal instruction
- Strong reading, verbal, written and interpersonal communication, and presentation skills.
- Strong analytical skills to conduct needs assessment and understand how business needs can be addressed through the design and delivery of educational programs.
- Knowledge and experience working with a diverse student population, and sensitivity to issues related to culture, race, ethnicity, and socio-economic status.
- Bachelor's degree in related area and / or equivalent experience / training

Preferred Qualifications

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- Teaching credential or 3+ years of teaching experience

Salary & Benefits

This is a full-time, career position.

This position is eligible for the full range of UC 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 hourly range that the University reasonably expects to pay for this position is \$26.05 - \$35.01.

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.

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

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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

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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