

Coordinator, Antisemitism Education Initiative (7397U)  
70460  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238763>

Downloaded On: Aug. 10, 2024 11:24am

Posted Jul. 30, 2024, set to expire Nov. 4, 2024

<b>Job Title</b>	Coordinator, Antisemitism Education Initiative (7397U) 70460
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jul. 30, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Multicultural Affairs/Diversity
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**Job Description**

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**Coordinator, Antisemitism Education Initiative (7397U) 70460**

**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](http://grow.berkeley.edu).

### Departmental Overview

The Center for Jewish Studies (CJS) gathers faculty, students, and visiting academics for research and debate across the wide scholarly landscape of Jewish Studies. CJS is committed to educating students and the larger community about the richness, depth, and diversity of Jewish history and culture. The faculty of CJS include professors from departments and schools of Comparative Literature, Near Eastern Studies, History, Sociology, Law, Political Science, Journalism, Rhetoric, and Music. These internationally distinguished scholars, alongside Berkeley's superb graduate students, continue our long-standing reputation as a leading center of Jewish Studies scholarship.

CJS is a diverse and interdisciplinary campus unit administered through the Arts & Humanities Division in the College of Letters & Science. PhD students can pursue a Designated Emphasis in Jewish Studies' in addition to their primary doctoral subject. Undergraduates in any department can choose a Minor in Jewish Studies' in addition to their major field of study. The Center also sponsors an annual series of Endowed Lectures, and hosts postdoctoral visiting scholars and visiting faculty who augment both course offerings and public lectures. Close collaboration with several affiliated institutions serves to enhance programming through co-sponsorship and outreach to a broad audience around the Bay

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Area.

Since Fall 2019, there has been a major Antisemitism Education Initiative on the Berkeley campus. It is coordinated by the Chancellor's Committee on Jewish Life and Campus Climate, the Center for Jewish Studies, the Berkeley Institute for Jewish Law and Israel Studies, Berkeley Hillel, and the Magnes Collection of Jewish Art & Life. Our faculty and community leaders work closely with university administrators and student leaders to promote antisemitism awareness and education. We regularly host workshops for groups of campus staff and students, bring major speakers to campus, and have created an online module that is used as part of new student orientation. In 2021, we made a short film called "[Antisemitism in Our Midst: Past and Present](#)," for use at Berkeley and other colleges and universities. Our initiative has garnered national acclaim and we are regularly consulted about how to raise awareness and create training for other campuses across the country.

This position provides analytical, communications, event, and outreach support for the Center for Jewish Studies and the Antisemitism Education Initiative (with time divided roughly evenly between CJS and AEI tasks).

### **Application Review Date**

The First Review Date for this job is July 5, 2024

### **Responsibilities**

- Takes lead role managing and implementing AEI communications for events and workshops. Prepares, edits and modifies documents including research reports, manuscripts, presentations and proposals.
- Conducts outreach about AEI programs and resources to colleges and universities throughout California.
- Maintains communication channels for CJS and the AEI with internal and external stakeholders at UC Berkeley and throughout the state.
- In collaboration with the AEI's Program Director, this position will support AEI events and workshops, as well as creating new online educational resources focused on antisemitism, bias, hate, and discrimination.
- Expands the multimedia presence of the AEI by coordinating an overhaul of the AEI's web presences, in collaboration with CJS staff and a professional web designer. Helps improve the design of the AEI's digital and print materials.
- Contributes to the mission of CJS and the AEI, which is to serve all members of the campus community, Jewish and non-Jewish, in learning about Jewish history, Jewish culture, and

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antisemitism.

- In collaboration with CJS, Hillel, the Berkeley Alumni Association, and other campus units, helps build a database of Jewish UC Berkeley alumni.
- Prioritizes interventions grounded in current scholarship and academic research on antisemitism, hate, and bias. Serves all members of the campus community, Jewish and non-Jewish, to help improve the capacity of campus stakeholders to recognize, contextualize, and challenge antisemitism in all its forms.
- Responsible for helping create opportunities for members of this alumni network to support CJS, the AEI, and the campus; including by fundraising; inviting alumni to provide mentorship to current students; and by fostering a sense of connection to the campus and to other Jewish alumni through events and a range of communications channels.
- Facilitate multiple functions in support of public events including arrangements with vendors, logistical details, creating flyers for publicity, payments of honoraria, and expense reimbursements, as well as hands-on execution of events. Edit zoom video recordings or arrange for videotaping of live programs. Post recordings to JS YouTube.
- Other projects and duties as needed.

### Required Qualifications

- Must demonstrate proficiency with Google Suite, Microsoft Office Suite, Adobe Creative Cloud, Zoom, and web content management systems.
- Proficient in communication and interpersonal skills to communicate effectively, both verbally and in writing.
- Proficient in ability to use discretion and maintain all confidentiality.
- Demonstrates ability to use sound judgment in responding to issues and concerns.
- Proficient in ability to multi-task with demanding timeframes.
- Familiarity with creating, editing, and updating web-based content.
- Educational background or work experience related to broader diversity or social justice issues.
- Bachelor's degree in related area and / or equivalent experience / training
- Able to travel up to 5% time and work occasional evenings/weekends for special events.

### Preferred Qualifications

- Understanding of the structure and operations of universities, or other large non-profits.
- Educational background or work experience related to antisemitism.
- Experience working with organizations in the broader Jewish community.

### Salary & Benefits



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This is a full time, 12-month contract 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 \$28.30 - \$33.55.

### **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.

### **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](#).



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

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

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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

University of California, Berkeley

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