Academic Programs Coordinator (4523U) - School of Information
University of California, Berkeley

Job Title	Academic Programs Coordinator (4523U) - School of Information
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 31, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Educational Services Admissions/Student Records/Registrar
Apply Online Here	https://apptrkr.com/5385519
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Job Description	

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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.

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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, 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 School of Information (I School) advances knowledge and practice everywhere humans interact with digital technologies. Through interdisciplinary research and teaching we are committed to expanding access to information and to improving its usability, reliability, and credibility while preserving security and privacy. Our faculty conduct research in human-computer interaction (HCI), security and privacy, applied data science, and technology in developing regions.

We currently offer three professional master's degrees and an academic doctoral degree. Our Master of Information Management and Systems (MIMS) program trains students for careers as information professionals and emphasizes project-based learning. Our Master of Information and Data Science (MIDS) program is an online degree designed for working professionals with career goals in the emerging field of data science. The newly launched Master of Information and Cybersecurity (MICS), also offered online, offers a holistic approach to cybersecurity and prepares students for professional careers in cybersecurity. Our Ph.D. program equips scholars to develop solutions and shape policies

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that influence how people seek, use, and share information.

The Academic Programs Coordinator fills a key role in the School of Information by supporting the Director of Student Affairs Operations with a wide range of curriculum related duties and responsibilities, including curriculum planning and course scheduling for 3 course subjects, course evaluation setup, enrollment management, and ASE hiring.

Application Review Date

The First Review Date for this job is: July 8, 2024 - Open Until Filled

Responsibilities

60% CURRICULUM PLANNING & COORDINATION

- Working with a high degree of independence, determines courses and sections to be offered each term based upon department major requirements for the MIMS, MIDS, MICS, and PhD degrees, enrollment trends, and faculty availability.
- Enters scheduled courses and instructor assignments into SIS/Campus Solutions; serves as primary departmental class scheduler. Corresponds with instructors regarding details of scheduling and room assignments.
- Projects future course planning based upon faculty availability, taking into account sabbaticals, internal and external administrative assignments, and courses taught in other departments and/or other universities. Identifies likely future hiring gaps and advises program directors and senior leadership of instructional staffing needs.
- Collaborates with department staff and partners to devise and implement solutions to course delivery issues, such as space, technology, and scheduling problems, taking into account the curriculum needs of students, the needs of faculty, and available options.
- Utilizing extensive knowledge of course content, may facilitates new course approval and curriculum revisions through interaction with the Academic Senate or similar organization.

15% ENROLLMENT MANAGEMENT

- Assisting with enrollment management for in-person INFO courses by communicating with faculty and students on enrollment policies and deadlines.
- May do some student advising with questions on enrollment.
- Enrolling students if needed in Campus Solutions / SIS system.

- Providing permission codes to students if needed.

15% ASE HIRING

- Assists with ASE hiring for the online MIDS and MICS programs by communicating with faculty on assigning TA, Readers, and Tutors to courses.
- Advises instructors on TA, Reader, and Tutor job expectations and workload issues and requirements.
- Works with Academic Personnel staff on coordinating ASE hiring.

5% COURSE EVALUATION

- Collaborates with ETS to set up mid-term and end-of-term course evaluations for classes in all I School programs.
- Works with program directors and senior leadership to develop and administer ad-hoc questionnaires and polls as needed.
- Gathers and compiles data and reports about curriculum, instruction, and instructor performance.
- Using those reports, helps program directors and senior leadership identify instructors and courses that need support or attention.

5% DEVELOPMENT

- Develop and participate in staff development, including working on special programs as assigned, attending classes which will enhance expertise in job areas, serve on departmental and campus-wide committees as appropriate, and participate in activities that enhance the campus community and/or larger community to further University service.

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Thorough knowledge of department and school/college general and major course and degree requirements.
- Advanced interpersonal skills to work with and gain trust from department senior management, faculty, and students.
- Advanced ability in problem identification, reasoning, analysis to identify trends.
- Advanced ability to find solutions to conflicting situations.

Preferred Qualifications

- Knowledge of common University-specific computer application programs, including the SIS/Campus Solutions course scheduling system.
- Thorough knowledge of department, campus, and University policies, procedures, and directives.

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 $59,100 to $80,400 yearly, not to exceed $101,700. This is a monthly paid, 100% FTE career position eligible for full benefits.

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

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poster.

The University of California's Affirmative action policy.

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

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Contact Information

Contact

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University of California, Berkeley

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