

Student Program Coordinator (7397U), Berkeley Dining -  
69992  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238832>

Downloaded On: Aug. 10, 2024 1:17pm

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

<b>Job Title</b>	Student Program Coordinator (7397U), Berkeley Dining - 69992
<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>	Student Services Dining Services
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**Job Description**

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**Student Program Coordinator (7397U), Berkeley Dining - 69992**

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

### **Departmental Overview**

In the Division of Student Affairs and under the Residential Student Services Programs portfolio, Berkeley Dining is a self-operated dining program focused on culinary excellence, social responsibility and supporting the living/learning environment of our customers. With more than 12,000 meal plan holders, Berkeley Dining serves over 5 million meals per year in 14 facilities with a combination of residential "all you care to eat" dining, retail "a la carte" dining, training table, early childhood education meal production and catering. Berkeley Dining services the campus seven days per week, seventeen hours per day employing 450 full and part time staff and approximately 400 student workers across multiple locations.

### **Application Review Date**

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

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## Responsibilities

### Student Program Administration:

- Serve as a liaison between student workers and management, ensuring effective communication, training, accountability, and support across all levels of Berkeley Dining.
- Counsels employees and supervisors concerning departmental objectives for student employees.
- Creates a process for evaluating student program operations within Dining locations, including scheduling regular audits, and creating a report to inform Dining management of findings. Implements process improvements based on findings and feedback.
- In collaboration with the Training Coordinator and management, design and implement ongoing training programs for student workers.
- Resolve conflicts and address escalated issues related to student workers, ensuring compliance with all applicable campus policies and regulations.
- Provide direction to student supervisors and support the unit management team with enforcing Berkeley Dining policies.
- Coordinates student schedules, task assignments, and annual performance evaluations.
- Collaborate with campus resources and contribute to the development of policies and procedures.
- Collect and submit documentation for student worker HR actions, including: pay rate increases, transfers, supervisor updates, and promotions.
- Support the maintenance of the student worker website.
- In collaboration with Culinary Director and Dining Leadership, support the student Events Team with daily task assignments, procurement needs, inventory maintenance, and other related duties.

### Recruitment and Onboarding:

- Develop and implement strategies for attracting and recruiting student workers.
- Coordinate departmental student worker recruitments, initiate job recruitment cases, and post positions.
- Participate in campus job fairs, networking events, and diversity initiatives.
- Work with student administrative staff to screen candidates, coordinate interviews, and ensure compliance with hiring processes.
- Works closely with HR and Berkeley Dining Hiring Coordinator to ensure timely completion of hiring tasks.
- Assist with onboarding, including: scheduled training, building access, work-study referrals, and meal perquisites activation.
- Ensure compliance with employment policies, procedures, and collective bargaining agreements

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(as needed).

- May provide support for staff and limited hiring as needed.

Data and Analysis:

- Complete projects by establishing objectives, determining priorities, managing time, gaining cooperation of others, monitoring progress, problem-solving, and making adjustments to plans as needed.
- Analyze unit data and collaborate with management on student staffing needs; adjust schedules and recruitment efforts in response to identified trends.
- Produce reports using data-based systems for staffing and labor projections.
- Ensure standard use of technology and procedures across all units; collaborate with campus partners to leverage existing solutions.

Other:

- Continues to broaden own professional knowledge and skills.
- Attends ongoing training, staff meetings, and in-service training as required.
- Completes all mandatory training for UC Berkeley and Berkeley Dining on, or before, deadlines.
- Attends workshops and trainings as directed by supervisor.
- Performs other related duties as assigned.

**Required Qualifications**

- Strong knowledge of or ability to quickly learn common campus-specific and other computer application programs, including Microsoft Office Suite and Google Suite.
- Solid communication and interpersonal skills to communicate effectively, both verbally and in writing.
- Solid ability to multitask with demanding timeframes.
- Ability to use discretion and maintain confidentiality.
- Ability to use sound judgment in responding to issues and concerns.
- Working skills to analyze information and synthesize large amounts of data with strong attention to detail.
- Previous experience in a supervisory and/or leadership role, preferably in a campus dining or hospitality setting.
- Strong organizational and time-management abilities.

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- Ability to work collaboratively with diverse groups of individuals.

Education/Training:

- Bachelor's degree in related area and / or equivalent experience / training

**Preferred Qualifications**

- Knowledge of employment laws and policies, including those related to F-1 and J-1 visa programs.
- Knowledge of health and safety regulations and compliance standards.
- Experience with scheduling software such as WhenToWork.
- Experience in food service, concessions, catering and/or event services.

**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 full payscale for this position is \$28.30 - \$48.71. The budgeted hourly range that the University reasonably expects to pay for this position is \$32.50 - \$38.51.

- This position is non-exempt, paid bi-weekly.
- This is a full-time (40 hours/week), Career position.
- This position is eligible for full UC Benefits.
- This position is on-site at University of California, Berkeley.



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### **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 service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

### **Driving Required**

A valid driver's license and DMV check for driving record is required.

### **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.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.



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**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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