

Student Services Manager, Epidemiology (4576U),
Berkeley Public Health - 70911
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=239531>

Downloaded On: Aug. 31, 2024 8:23pm

Posted Jul. 24, 2024, set to expire Nov. 8, 2024

Job Title	Student Services Manager, Epidemiology (4576U), Berkeley Public Health - 70911
Department	School of Public Health
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 24, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Educational Services Counseling Services Admissions/Student Records/Registrar Student Services Financial Aid
Apply Online Here	https://apptrkr.com/5422797
Apply By Email	
Job Description	

Image not found or type unknown



Student Services Manager, Epidemiology (4576U), Berkeley Public Health - 70911

About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity

Student Services Manager, Epidemiology (4576U),
Berkeley Public Health - 70911
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=239531>

Downloaded On: Aug. 31, 2024 8:23pm

Posted Jul. 24, 2024, set to expire Nov. 8, 2024

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 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 Public Health aims to improve population health, especially for the most vulnerable, through interdisciplinary collaborations, preeminent education, and transformational research. Established in 1943, BPH is a professional school on the UC Berkeley campus that comprises six academic divisions and nearly 30 research centers and programs. Our department's values include social justice, health as a right, challenging conventional thought, embracing diversity, and creating meaningful impact. We honor our principles of community by centering and valuing everyone in our community; prioritizing prevention while remaining grounded in social justice; promoting safety and respect; practicing self-care and kindness; and remaining optimistic, hopeful, and committed to

Student Services Manager, Epidemiology (4576U),
Berkeley Public Health - 70911
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=239531>

Downloaded On: Aug. 31, 2024 8:23pm

Posted Jul. 24, 2024, set to expire Nov. 8, 2024

change. Learn more at: publichealth.berkeley.edu.

Position Summary

The Division of Epidemiology is one of the crucial components of the School of Public Health and provides critical service courses to students in the School and across the university. The program manager position in Epidemiology will be responsible for providing the student services and administration for the Epidemiology PhD, MS, MPH 11-month, and 4+1 Epidemiology/Biostatistics MPH. The incumbent will also co-manage the 2-year Epidemiology/Biostatistics MPH with the Program Manager for Biostatistics. The Program Manager for Epidemiology also works closely with the Epidemiology Division and school-wide faculty, the Division Manager, the larger Student Services team, and stakeholders across campus including Berkeley Graduate Division, Disabled Student Services, University Health Services and related Academic Departments. As a result, this position encompasses a wide range of student services duties and responsibilities.

Application Review Date

The First Review Date for this job is: July 27, 2024

Academic Advising: track and document students' progress; maintains and updates student handbooks to reflect current policies and curriculum requirements and changes; evaluates and advises students on course selections and on petitions for candidacy and exceptions; hosts individual and group advising meetings; manages the Epidemiology PhD qualifying exam process; co-manages the MPH capstone process

Recruitment and Admissions: prepare application data reports for the application review committees; schedule and facilitate application review committee meetings; process decisions and ensure decision processing deadlines are met; manage and respond to prospective student inquiries; meet with prospective students virtually and in-office; schedule and facilitate prospective student webinars; manage the application review process.

Financial Aid and Student Funding: collaborate with Division Head to outline the guaranteed funding support for Epidemiology PhD program; manage Epidemiology MS/PhD block grant funds; connect with faculty advisors to ensure students have a sustainable funding plan; participates in the evaluation and nomination processes for student fellowships, grants, and other awards managed by the Student Services and Admissions team; collaborates with program manager in Biostatistics and faculty director to determine the fellowship awards for the Master's level students; provides information to and meets

Student Services Manager, Epidemiology (4576U),
Berkeley Public Health - 70911
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=239531>

Downloaded On: Aug. 31, 2024 8:23pm

Posted Jul. 24, 2024, set to expire Nov. 8, 2024

with current students to discuss funding options including fellowships, employment, and federal financial aid.

Student Hiring: collaborate with faculty, leadership, students, and the HR team to gather information for ASE (Teaching Assistant, Reader, Tutor) and Graduate Student Researcher hires; work with the Division Manager and Dean's Office Instructional Planning team to determine the teaching team budget; prepare and execute ASE recruitment plan including creating recruitment announcements and hiring offers;;enters all ASE and GSR hiring requests for the Epidemiology Division; consults with the People & Culture, Employee and Labor Relations, and Graduate Division Appointment teams to ensure appointments meet contract and University requirements; attends trainings to ensure the Division is in compliance with policy.

Department/School/College Policies & Supervision: advises chairs/deans on the formulation of department/school/college policy by advising them on areas needing clarification and identifying solutions; analyzes the consequences of organization's academic policies and recommends new or changed policies.

Curriculum, Scheduling, & Enrollment Management: determines needs and advises faculty regarding courses necessary for student program completion and other curriculum changes; processes student enrollment requests; generates and provides enrollment permission codes; works with BPH Scheduler Manager and program manager team to schedule Epidemiology Division classes

General Administration: serve on School and campus committees representing the division and programs; participate in Student Services (bi-weekly), Advising Team (monthly), Epidemiology Division (monthly), and GSAO (monthly) meetings; provide in-person assistance to students, staff, and faculty three days per week; serve as the emergency back-up for the Division Manager and Program Manager in Biostatistics when they are out of the office due to vacation, illness, or other short-term leave.

Event Planning & Execution: plan and implement small and large-scale events including but not limited to student socials, Program Town Halls, retreats, Spring Visit Day (for newly admitted applicants), New Student Orientation (for incoming students), and Commencement.

Student Conduct Management and Reporting: responsible for staying up to date, interpreting and communicating campus policies and advising students and faculty on student conduct, grievances, disputes, and issues regarding discrimination; file Care reports with the Students of Concern Committee when a student exhibits concerning behavior related to their personal, physical and

Student Services Manager, Epidemiology (4576U),
Berkeley Public Health - 70911
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=239531>

Downloaded On: Aug. 31, 2024 8:23pm

Posted Jul. 24, 2024, set to expire Nov. 8, 2024

emotional wellbeing or that of others; notify program leadership when student conduct concerns arise.

Required Qualifications

- Advanced knowledge of advising and counseling techniques.
- Skills in monitoring/assessing people, processes or services, to make improvements.
- Skills in project management, social perceptiveness to be aware of others' reactions and understanding why they react as they do.
- Ability in problem identification, reasoning, ability to develop original ideas to solve problems, persuasion, leadership.
- In-depth knowledge of the field's post-degree employment opportunities and practices.
- Interpersonal skills.
- Multicultural competencies; ability to work with diverse populations.
- Required 3-5 years student services experience or equivalent.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Knowledge of and/or can quickly learn University-specific computer application programs.
- Knowledge of and/or can quickly learn University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Experience working with Graduate and/or Professional students.
- Knowledge of professional practices related to public health education.
- Team leadership or Supervision.
- Master's degree in a related discipline (Public Health, Higher Education, Counseling, Social Work, etc.).

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for 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

Student Services Manager, Epidemiology (4576U),
Berkeley Public Health - 70911
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=239531>

Downloaded On: Aug. 31, 2024 8:23pm

Posted Jul. 24, 2024, set to expire Nov. 8, 2024

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 \$88,000 - \$96,000. The full pay scale range for this position classification is \$70,100 - \$124,700 (grade 21).

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 50% remote work once fully trained. During the training period in-person attendance is expected for 3 to 4 days weekly.

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 https://apptrkr.com/get_redirect.php?id=5422797&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).

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



Student Services Manager, Epidemiology (4576U),
Berkeley Public Health - 70911
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=239531>

Downloaded On: Aug. 31, 2024 8:23pm

Posted Jul. 24, 2024, set to expire Nov. 8, 2024

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

,