

Associate Director (0315U), Student Learning Center -
70607
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=240244>

Downloaded On: Oct. 11, 2024 8:57am

Posted Jul. 24, 2024, set to expire Nov. 10, 2024

Job Title	Associate Director (0315U), Student Learning Center - 70607
Department	Student Learning Center
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 24, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Associate/Assistant Director
Academic Field(s)	Educational Services
Apply Online Here	https://apptrkr.com/5431889

Apply By Email

Job Description

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Associate Director (0315U), Student Learning Center - 70607

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.

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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

Overview of Student Learning Center

The Student Learning Center supports a global community of learners as they navigate the cultural expectations and academic rigor of UC Berkeley. Through service models that honor their diverse starting points and meet them where they are, we aim to empower all students to realize their full academic potential and aspirations.

Core Values

- Deliver service with integrity
- Approach learning as a process, not a product
- Create innovative pedagogy and practices that optimize student learning
- Operate from a student-centered framework

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- Respect diverse ways of knowing and learning

Key Highlights

- Founded in 1973 and has served over 80,000 students since; is today the primary academic support unit for UC Berkeley.
- Serves close to 10,000 undergraduates annually, approximately 30% of undergraduate student population.
- Employs 18 professional staff with disciplinary expertise, 300+ trained undergraduate tutors, and 20 graduate student instructors.
- Serves as the liaison between Berkeley administration and the DeCal program, a partnership that adds over 300 additional courses to the university's curriculum.
- Advises and mentors the leadership of the campus honor societies.
- Manages Berkeley's Summer Bridge Program, a rigorous six-week academic residential program for entering freshmen.

Position Summary

Under the general supervision of the Executive Director (ED), the Executive Associate Director (EAD) oversees the daily operations of the Center and supports the ED in formulating operational and strategic planning, implementing policy and practices for the department, and managing the performance of subordinate professional staff.

Application Review Date

The First Review Date for this job is: 07/18/2024.

Responsibilities

- Supervises the professional development and performance of 4-7 professional staff, including developing performance objectives and standards for staff, providing feedback to support staff in producing high quality work, and as needed, providing performance counseling and corrective action in accordance with personnel policies and contracts.
- Manages and/or oversees the operations 1-3 individual academic support programs at the Center, determining strategies, setting short-term and long-term goals and objectives for these programs, and overseeing the development and implementation of instructional and/or peer tutor

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training programs.

- Supports the ED in identifying, designing, planning, and implementing in-service training and professional development opportunities for the unit.
- In consultation with the ED, designs and implements assessment and evaluation of program effectiveness. Prepares unit reports on the following areas: students' academic performance, utilization patterns of SLC service, and student persistence in gateway courses.
- In collaboration with the Executive Director and the University Development Unit, generates development strategies to generate resources for the Center, including developing and refining protocols for collecting alumni, user, and tutor data for fund-raising purposes.
- Identifies emerging technology, tools, and best practices in the field and evaluates their potential and merit in advancing SLC's mission. Identifies opportunities for program innovation and improvement.
- Supports ED in recruiting and hiring professional staff, managing the search process, designing selection criteria, and conducting reference checks on behalf of the unit.
- Represents the Center on campus-wide committees and serves as ex officio members on key Centerwide committees.

Required Qualifications

- Advanced knowledge in a STEM discipline.
- Knowledge in learning theories and learning sciences as it relates to academic support at a research university.
- Knowledge of specific learning styles, linguistic issues, and other issues affecting learning in higher education.
- Proven skills developing, implementing, and managing academic support programs for STEM majors in higher education
- Knowledge of STEM curricula and learning demands at the research university.
- Knowledge in designing and implementing learning support and peer pedagogical models.
- Broad knowledge in strategies in critical thinking, reading, writing, note taking, test taking, time management, and goal setting.
- Collaborative skills, interpersonal skills, and abilities to work effectively in a diverse work environment
- Proven skills in judgment and decision-making, problem-solving.
- Proven organizational skills and project management skills.
- Proven skills in budgeting.
- Skills in performance evaluation and in personnel supervision.
- Proven skills in balancing priorities and demands of a diverse constituency, including



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- administrators, faculty, staff, and students.
- Ability to work in fast-paced learning environment.
- Bachelor's degree in related area and/or equivalent experience/training.

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 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 \$99,303.00 - \$142,441.00.

How to Apply

- To apply, please submit your resume and cover letter.

Diversity Statement

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."



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Other Information

- This is not a visa opportunity.
- This recruitment has 2 openings.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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=5431889&targetURL=U.S. Equal Employment Opportunity Commission poster.

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

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

Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.



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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

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