

Curriculum and Space Manager (4523U) - 71546  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242824>

Downloaded On: Aug. 10, 2024 1:19pm

Posted Aug. 7, 2024, set to expire Dec. 4, 2024

<b>Job Title</b>	Curriculum and Space Manager (4523U) - 71546
<b>Department</b>	Anthropology
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 7, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Educational Services
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**Job Description**

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**Curriculum and Space Manager (4523U) - 71546**

**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 transformative opportunity it provides to a large and diverse student body; its public mission and

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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 Department of Anthropology is the leading Anthropology program in the country. It has a robust major with a teaching program that also offers gateway and required courses for several other campus units. We have 29 faculty, as well as many lecturers, visiting instructors, postdocs, and visiting students. The teaching program employs approximately 60 Graduate Student Instructors per year. The department has approximately 150 graduate students and offers Ph.D. degrees in Socio-Cultural Anthropology, Archaeology, and Medical Anthropology, as well as an MA degree in Folklore. The department has an operating budget of approximately \$10M, which encompasses the teaching program activities of 15 teaching and faculty laboratories, the folklore program, administrative services, and a variety of research projects and working groups.

### **Position Summary**

The position supports departmental programming by conducting curriculum planning, course scheduling, and enrollment in consultation with department/college/school management and faculty. In addition, this position includes the management of departmental teaching spaces to facilitate research

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training and practices, this includes classroom and lab spaces, coordinating the hiring and supervision of work-study students to assist in tasks, supporting departmental space event planning.

### **Application Review Date**

The First Review Date for this job is: 08/19/2024. This position is open until filled.

### **Responsibilities**

- Curriculum Planning: working with a high degree of independence, and in consultation with the Dept Chair, Curriculum Committee Chair, and Curriculum Committee and the Dept Undergraduate Academic Advisor, determines courses to be offered each term based upon department major requirements for B.A./B.S., minor, and graduate degrees; enrollment trends; and faculty availability.
- Coordinate collection and submissions of new course offerings to COCI in order to receive approvals in time for the course scheduling deadlines, negotiating as needed should faculty/students not submit to the department in a timely manner, and provide new course numbering options that fit curricular organization schema.
- Advises on complex curricular issues and recommends courses of action when new courses and programs are introduced.
- Reviews the proper sequencing of courses for progression toward degree, courses taught in other departments, and other complicating factors, and makes recommendations for replacement courses.
- Assumes direct responsibility for up-to-date scheduling classrooms and timely room requests for all UG and graduate lectures, seminars, and discussion sections each term.
- Devises solutions to classroom space and scheduling problems/conflicts, taking into account the curriculum needs of students, of faculty, and available options.
- This includes timely negotiating with the central Scheduling Office to meet departmental scheduling needs of general assignment classrooms and schedule for department managed spaces.
- Notifies of curricular activity impact on classroom scheduling and availability.
- As needed, coordinates enrollment actions such as providing enrollment ID numbers to faculty, directly enrolling students in courses from waitlists, or assisting in add/drop processes.
- Management of all departmental teaching and laboratory spaces that facilitate research training and practices.
- This includes working with the building manager and department manager on facilities issues and maintenance and space planning, classroom teaching equipment or instructor room needs, classroom and lab door security and access, EHS, managing departmental space informational

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technology, and ensure safety of the building occupants in these spaces.

- Supervision and management of departmental office work-study students, including overseeing the hiring and onboarding, in consultation with the department manager to assist in space management needs, and may include front office needs such as overseeing supply ordering or replenishment as needed, textbook and desk copy ordering, manage communications and event announcements and making materials for departmental events.
- Promotes course offerings each term by posting descriptions to website, marketing with registrar's social media, and disseminating e-posters to junior colleges.
- Manages communications between Office of the Registrar and instructors ensuring instructors are apprised of key information throughout the term.
- Gathers enrollment trend data to project departmental curriculum needs in preparation for the annual Academic Support.
- Implements strategic enrollment management strategies, including setting enrollment limits, managing waitlists, and recommending enrollment policies to ensure efficient and equitable course access for students. (TAS) budget submission.
- Coordinates with the Dept Chair to project future course planning based upon faculty availability, taking into account sabbaticals, fellowships and grants, internal and external administrative assignments, and courses taught in other departments and/or other universities.
- Communicates with the Chair and Curriculum Committee and other departments on coordination of cross-listed courses. In coordination with Advisors assess and prioritize the need for addition of course sections to accommodate enrollment needs.
- Events: Support departmental space events as required, including occasional catering orders, permit applications, coordination and supervision of work study students aid for events (such as graduation), and onsite event setup and support as available.
- Participate in departmental coordination of events and initiatives as an ad hoc member of a departmental operations committee.

### Required Qualifications

- Willingness to learn campus applications such as Campus Solutions (SIS) and Course Management (CMS).
- Ability to work effectively independently and as part of a planning team.
- Ability to manage workflow and timeline of projects independently.
- Thorough knowledge of and/or can quickly learn 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.

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- Ability in problem identification, reasoning, ability to develop original ideas to solve problems, persuasion, leadership.
- Proven ability to find solutions to conflicting situations.
- Knowledge of and/or can quickly learn campus policies and procedures pertaining to undergraduate education, curriculum, confidentiality (FERPA) and related areas.
- Attention to detail and ability to prioritize multiple tasks and meet competing deadlines.
- 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 range that the University reasonably expects to pay for this position is \$61,200.00 - \$83,200.00. The full salary range for this classification is \$61,200.00 - \$105,200.00.

### How to Apply

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

### Other Information

- This is not a visa opportunity.
- This position is eligible for up to 40% remote work. Exact arrangements are determined in

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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=5499791&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5499791&targetURL=U.S. Equal Employment Opportunity Commission) 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](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

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**Contact**

N/A

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