

Program Coordinator (4722C) Job 73115 - CalTeach  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=245617>

Downloaded On: Nov. 23, 2024 8:02am

Posted Sep. 23, 2024, set to expire Jan. 19, 2025

<b>Job Title</b>	Program Coordinator (4722C) Job 73115 - CalTeach
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Sep. 23, 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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**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**

As part of UC's commitment to the Governor to increase both the quality and quantity of K-12 science and math teachers for California schools, the Office of the President created the UC Science and Mathematics Initiative (SMI) to address the serious shortfall of qualified and math teachers in California. The intent of the program is to prepare and support math, science, and engineering students who are interested in becoming K-12 math and science teachers. The UC Berkeley response to this charge is the Berkeley Science and Math Initiative (BSMI), consisting of two programs: CalTeach and Math for America. These programs offer innovative ways for preparing, supporting, and sustaining outstanding math and science teachers, creating a foundation for advancement in technology and innovation in high-need communities.

The Program Coordinator is responsible for a wide range of duties essential to the effective operation of BSMI, serving primarily in the areas of accounting, payroll, equipment, facilities, and purchasing. The Program Assistant also serves as the assistant to the BSMI Program Manager, performing assignments associated with the daily operations of the department and assisting with special projects, such as special events. In addition, the Program Coordinator assists with inquiries pertaining to the Initiative's programs, so is in effect required to be familiar with all aspects of the administration of the

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unit. The Program Coordinator works independently and with minimal supervision by the Program Manager.

**Application Review Date**

The First Review Date for this job is: 10/4/24 - Open Until Filled

**Responsibilities**

60% Program Coordination: Performs a vital role in supporting all BSMI program areas:

- Manage student internships, such as the Noyce Summer Internship and the Summer Research Institute. Advertise programs and recruit participants. Review applications, make decisions on acceptance, and notify applicants of the aforementioned decisions. Serve as a liaison between students and partner external organizations. Recruit new partner organizations and institutions as needed.
- Manage participant scholarships, such as Noyce and Koshland Scholarships. Serve as a liaison between students and the Financial Aid and Scholarships Office. Create selection criteria based on awarding organization's policies and regulations. Review applications, and make independent decisions on awards based on selection criteria. Report scholarship activity on a quarterly basis to Principal Investigators and/or Director.
- Coordinate logistics for teacher professional development programs. Organize meetings and applications for program participation. Serve as the direct correspondent with participants and Director.
- Coordinate annual program reporting process to external funding agencies. Ensure deadlines are met. Contribute to the writing of reports as assigned by Principal Investigators and/or Director.
- Coordinate logistics for Cal Teach program. Organize semester kickoffs and annual reception. Conduct evaluations for each event to highlight strengths and identify opportunities to improve upon the next event.
- Coordinate external marketing for all BSMI programs. Utilize departmental social media accounts to disseminate programmatic updates. Analyze trends and web traffic, helping to enhance programs' digital presence.
- Manage BSMI program websites. Update websites with current content. Analyze trends and web traffic, helping to improve upon the layout, organization, and features on the site.

30% Program Administration: The AA is responsible for providing administrative support in the following areas:

Purchasing

- Serve as preparer for the BearBuy purchasing and accounts payable system. Order new and maintain existing supplies and equipment for the instructional, research, and administrative

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needs. Make independent decisions regarding supply needs, anticipating times of the year when certain supplies are needed, and place special orders by request.

- Research special orders, including price comparisons. Ensure orders are placed in compliance with UC Purchasing regulations. Advise faculty and staff of these policies, composing and distributing instructions and memos to the department.
- Review invoices for accuracy and compliance with university policy and determine the appropriate action to be taken, noting any irregularities and deciding how and when irregularities or exceptional cases should be resolved. Process, prepare, and track invoices and reimbursements in a timely fashion.

### Travel & Entertainment

- Coordinate all travel arrangements.
- Process all travel and entertainment reimbursements in a timely fashion, reviewing submitted charges for compliance with campus policies.

### Accounting

- Reconcile financial reports, and identify and initiate adjustments to chartstrings as required.
- Produce reports for Program Manager to review. Track spending and account activities, recommending chartstrings when applicable. Analyze and correct budget deficits under the supervision of the Program Manager.

### Payroll

- Verify hours and employment data. Approve timecards of work study employees. Reconcile payroll at the end of each month. Facilitate the transfer of expenditures and make adjustments, as necessary.
- Must have a thorough knowledge of payroll, work study, and personnel policies. Keep up to date on current campus payroll systems and procedures and institute departmental procedures to comply with these changes.
- Project payroll and other program expenses.

### Equipment and Facilities

- Complete purchasing, maintenance and repair, inventory, and security of equipment. Place service orders, review and update service warranties, process insurance forms, and provide security for all departmental equipment
- Report and request facility repairs as needed, interacting with Physical Plant and Facilities Management, and follow through to job completion.
- Keep updated inventory records of the Cal Teach Advising and Resource Center. Order supplies as requested by the Cal Teach staff.

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### 5% General Office Coordination:

- Supervise work study student employees/Cal Teach peer advisors. Determine goals for the year for the team and for individual employees. Conduct regular check-ins with peer advising team to ensure progress towards the annual goals and that program deadlines are met. Administer annual performance evaluations.
- Serve as the back up to department administrative staff, answering telephones, assisting visitors and students. Answer in-person and telephone inquiries regarding the undergraduate and graduate programs administered by BSML.

### 5% Special Projects Coordination:

- Assist the Program Manager on special projects and special events, including conferences, orientations and workshops. Attend workshops or meetings at the request of the Program Manager.

## Required Qualifications

This position requires excellent organizational and interpersonal skills to effectively perform the job and for positive interaction with diverse constituencies, including faculty, students, campus offices and the general public. The incumbent must have the ability to adapt to changing priorities, policies and technology, and possess the initiative to learn new methods and procedures to accommodate and institute these changes. Must have the ability to independently prioritize work, juggle competing priorities and pay attention to detail. Experience working in an office environment, and with online purchasing, financial and/or HR systems.

## Preferred Qualifications

Knowledge of University policies and procedures and how to acquire it are required (Financial and Business Services, Internal Audit, Graduate Division, Human Resources, Procurement, University Relations, Work Study, Media Services, Classroom Scheduling, Physical Plant and Facilities Management, and the Committee on Research), as well as an understanding of the interaction of these various campus units with each other and the department. The incumbent keeps informed of current campus systems (i.e. BearBuy, BFS, Travel and Entertainment) by attending training workshops and meetings. BA or equivalent related work experience.

## Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

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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 \$29.63 - \$42.44.

### **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.

### **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 see:

[https://www.eeoc.gov/sites/default/files/migrated\\_files/employers/poster\\_screen\\_reader\\_optimized.pdf](https://www.eeoc.gov/sites/default/files/migrated_files/employers/poster_screen_reader_optimized.pdf)

For the complete University of California nondiscrimination and affirmative action policy see:

<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>

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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.

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\\_](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_)

### 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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