

Physics Curriculum Planner (4523U) - Department of
Physics
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=247872>

Downloaded On: Nov. 23, 2024 7:08pm

Posted Oct. 30, 2024, set to expire Feb. 26, 2025

Job Title	Physics Curriculum Planner (4523U) - Department of Physics
Department	Physics
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 30, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Educational Services Administrative Support/Services
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Job Description

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Physics Curriculum Planner (4523U) - Department of Physics

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

Physics is one of the largest departments in the L&S Division of Mathematical and Physical Sciences. It is ranked as one of the top physics departments in the world, with excellence in research, teaching, and service to the community all highly valued. The department has 80 ladder and active emeriti faculty, 60 career and casual staff, and 300 lecturers, teaching assistants, readers, research personnel, postdocs, fellowship recipients, and visiting scholars. It enrolls 250 graduate students, 250 undergraduate majors, and over 7,000 students in its courses, many with laboratory sections. Its faculty fully participates in teaching and administration and conducts world-class research in campus, local, national, and international laboratories and sites; research activities require active financial arrangements with organizations such as Lawrence Berkeley National Lab. Physics manages 3 distinct campus buildings in its facilities complex with 240,000 assignable square feet, and it also houses and provides services to several research centers and multiple research Laboratories with varying physical environments.

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This position plays a critical role in planning and administering the infrastructure for instruction at the Department of Physics. Responsible for providing key support in building the course schedule, securing room assignments, linking instructors to classes, and providing enrollment support to students and instructors. The Curriculum Planner synchronizes the instruction offered by the department with the enrollment needs of Physics majors as well as other students that need Physics courses to fulfill their major requirements.

Application Review Date

The First Review Date for this job is: November 12, 2024 - Open Until Filled

Responsibilities

45% SCHEDULING AND COURSE SUPPORT:

Working with a high degree of independence, in consultation with Chair / faculty committee, determines courses to be offered each term based upon department major requirements for B.A. / B.S. and graduate degrees, enrollment trends, course restrictions, and faculty availability. Recommends to department management replacement courses when necessary. Assigns courses to graduate student instructors ensuring fairness among eligible candidates and appropriate qualifications for a course. Devises solutions to classroom space and scheduling problems, taking into account the curriculum needs of students, the needs of faculty.

- Leads department academic scheduling and manages all room assignments every term (fall, spring and summer). This includes but it is not limited to: all level/type courses along with associated sections, midterm, final, qualifying and prelim exam room requests, physics tutor room reservations and changes, DSP room requests, and DeCal courses.
- Sets up special courses, including but not limited to Physics 49, 98/198, 99/199, 295, 299.
- Partners with Student Learning Center (SLC) to schedule physics tutors in Fall and Spring.
- In consultation with the Director of Student Services, makes adjustments to class sizes and numbers of discussion sections.
- Tracks teaching assignments and identifies gaps, and informs all stakeholders about problems and changes.
- Devises solutions to classroom space and scheduling problems, taking into account the curriculum needs of students, the needs of faculty, and available options.
- Makes room change requests as needed.
- Manages instructors' access in SIS Campus Solutions, ensures their access to rosters and grading.

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- Monitors submission of grades and tracks incomplete grades.
- Manages the data confirmation process for course evaluations.
- Resolves CSIR Error Reports.
- Supports the Department's supplemental DSP exam services.
- Provides curriculum analysis, management and reports to the Director of Student Services to support development of course planning and yearly budget.
- Partners with GSAO3 to assign and manage GSI office space.
- Other functions related to scheduling and instructional support, as needed.

20% ENROLLMENT:

Projects future course planning based on projected enrollment demands and keeps in mind faculty availability and courses taught in other departments and /or at other universities.

Manages enrollment functions, including but not limited to:

- Tracking enrollment levels, needs, SCH and instructors' information on term basis.
- Serving as the primary source of contact for enrollment support for instructors and students.
- Monitoring and processes waiting lists.
- Negotiating course enrollment limits with instructors.
- Consulting with instructor of graduate classes to clarify their expectations for undergraduate students who can participate in their classes.
- Collecting and maintaining syllabi and course materials for departmental records.
- Fielding and resolving in-person, telephone and email inquiries for all enrollment inquiries.
- Managing concurrent enrollment applications, taking into account the space available in classrooms, course enrollment limits, working with the Director of Student Services to verify eligibility.
- Other enrollment duties as assigned.

10% COURSE ARTICULATION MANAGEMENT AND ACADEMIC SENATE CONTACT:

- Utilizing extensive knowledge of course content, facilitates new course approval and curriculum revisions, taking into consideration College and Academic Senate policies. Manages Course Articulations and submits course proposals and modifications to the Academic Senate.
- Provides assistance and support to faculty reviewers and managers all inquiries regarding course articulation requests from admitted students and from the Central Evaluation Unit.

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- Tracks course articulations outcomes and notifies students of decisions.
- Coordinates all submission of course proposals/modifications to the Academic Senate.

10% TEXTBOOK MANAGEMENT:

- Serves as primary department contact for publishers.
- Coordinates desk copy distribution and collection.
- Collaborates with the Curriculum Committee on textbook selection.
- Maintains textbook library - distributes textbooks to GSI and collects them at the end of the semester.
- Submits semesterly course reserves.
- Other textbook-related functions, as needed.

5% COMMUNICATION:

Advises department on complex curricular issues and recommends courses of action when new courses or programs are introduced. In consultation with Director of Student Services, communicates to instructors and students. Examples include but not limited to:

- Enrollment deadline reminders
- Course promotions
- Course Changes
- Grading deadlines

5% EVENTS:

- Supports events that include commencement, student orientations, GSI orientation, new instructor orientation, visiting student program events, and others. Other duties as assigned

5% PROFESSIONAL DEVELOPMENT:

Maintains and updates working knowledge of curriculum planning, scheduling and student services advising by participating in campus organizations, networking with peers, and attending required training.

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Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Thorough knowledge of common University-specific computer application programs.
- Thorough knowledge of department, organization, and University policies, procedures, and directives.
- Thorough knowledge of department and school / college general and major course and degree requirements.
- Strong interpersonal skills to work with and gain trust from department senior management, faculty, and students.
- Proven ability in problem identification, reasoning, analysis to identify trends.
- Proven ability to find solutions to conflicting situations.

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 budgeted salary or hourly range that the University reasonably expects to pay for this position is \$70,000 to \$85,000 yearly (\$5,833.33 to \$7,083.33 monthly). This is a 100% FTE career position eligible for full benefits. This position is FLSA Exempt and paid monthly.

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

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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 [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

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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