

Academic Coordinator - CED Summer Institute
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251166>

Downloaded On: Jan. 9, 2025 7:10am

Posted Jan. 7, 2025, set to expire May 6, 2025

Job Title	Academic Coordinator - CED Summer Institute
Department	
Institution	University of California Berkeley Berkeley, California
Date Posted	Jan. 7, 2025
Application Deadline	07/01/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services Educational Services
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Job Description	

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Academic Coordinator - CED Summer Institute

Position overview Position title: Summer Programs Academic Coordinator

Salary range: The UC academic salary scales set the minimum pay determined by step at appointment. See the following table(s) for the current salary scale(s) for this position:

https://www.ucop.edu/academic-personnel-programs/_files/2024-25/july-2024-scales/t36n-i.pdf and

https://www.ucop.edu/academic-personnel-programs/_files/2024-25/july-2024-scales/t36-i.pdf. A

reasonable estimate for this position is \$29.81 - \$56.75 hourly or \$62,236 - \$118,480 (full-time salary)

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rate).

Percent time: The Academic Coordinator for the Summer Institute is expected to work the following number of hours per week on average:

Sep-Nov: 1-2 hours per week

Dec-Feb: 2 hours per week

Mar-May: 4 hours per week

Jun-Aug: 8-10 hours per week

Anticipated start: March 1, 2025 or September 1, 2025

Application Window

Open date: January 6, 2025

Next review date: Monday, Jan 20, 2025 at 11:59pm (Pacific Time)

Apply by this date to ensure full consideration by the committee.

Final date: Tuesday, Jul 1, 2025 at 11:59pm (Pacific Time)

Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

Position description

The College of Environmental Design (CED) is one of the world's most distinguished laboratories for experimentation, research, and intellectual synergy. Our research centers and academic departments pioneered an integrated approach to analyzing, understanding, and designing our built environment that continues to this day.

CED's mission is to provide leadership to address the world's most pressing environmental challenges. We tackle issues from multiple perspectives and across disciplines - architecture, city and regional planning, landscape architecture and environmental planning, urban design, and real estate development and design -always with the understanding that environmental design is inseparable from society, culture, politics, and economics. Our faculty and students view environmental design as an exploratory spatial practice, aimed at creating forms of building, landscape, and urban plans that have yet to be imagined. At the same time, we believe that environmental design must be a profoundly ethical practice, coproduced through dynamic engagements with diverse communities and policy-makers.

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Our design and research practices are centered on four main themes: climate solutions, equity and social justice, technology and material innovations, and design excellence.

The College of Environmental Design offers three academic summer programs open to students and young professionals of all backgrounds and from all over the world. In addition, we offer a day camp for young high school students.

The Academic Coordinator for the Summer Institute works closely with the Summer Program Director and reports to the CED Dean.

The position has the following responsibilities:

- strategic direction, program design, and academic planning of the three Summer Institutes (InArch, InLand, and InCity); for example, assessment of program success, target audience, and recommending adjustments regarding content and target group; maintain academic standards for the non-degree Summer Institutes which carry academic credit.
- support CED Program Director with outreach (marketing) to academic and professional networks and constituents.
- support Dean with hiring instructors for the summer (lecturers and TAs/GSIs).
- support lead instructors with course design, syllabus planning, and coordination, suggest site visits, connect them with local professionals and practitioners, foster collaboration between lead instructors.
- coordinate between lead instructors and CED Program Director for outreach purposes, such as timely delivery of materials and organizing information sessions for students.
- during the summer, the incumbent supports lead instructors in all aspects of the academic program delivery, serves as a panelist in student reviews, and adjudicates conflicts between instructors or students and instructors, if necessary.

This is a part-time position, at about 10% on average over a full year. The number of hours fluctuates during the academic year, with the highest number of hours expected during the summer and the smallest number of hours expected during the fall.

Note that the position will undergo several review dates but close on the Final listed date. Materials may be submitted by either the posted review date or by the Final date for consideration.

Department: <https://ced.berkeley.edu/academics/summer-programs>

Qualifications

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Basic qualifications (required at time of application)

Masters degree (or equivalent international degree) at time of application.

Additional qualifications (required at time of start)

Masters in Architecture, Design, Environmental Planning, Landscape Architecture, City & Regional Planning, Urban Design, Real Estate, Business Development, or related field (or equivalent international degree) at time of hire.

For those who are not US citizens or permanent residents, a legal permit that allows work in the United States (such as a US visa that allows employment) is required by the start date of the position. The department is unable to provide a visa/work permit.

Two years of relevant teaching experience.

Preferred qualifications

Two or more years of University or College teaching experience, ideally in intensive environmental design programs over a short period of time.

One or more years of educational program management, outreach, and curriculum development.

Familiarity with UC Berkeley and the College of Environmental Design, as well as university-specific tools and processes.

Application Requirements

Document requirements

- Cover Letter - Statement of Interest Teaching Evaluations - any available teaching evaluations from prior positions Portfolio (optional)
(Optional)
- Curriculum Vitae - Your most recently updated C.V.
- Statement of Interest - 3-6 pages total. Please include in your statement your contributions to diversity, equity, inclusion, and belonging in teaching, and service, including information about your record of activities to date, and plans for contributing if hired at UC Berkeley. More information and guidelines <https://ofew.berkeley.edu/academic-recruitment/faculty-contributions-advancing-diversity-equity-inclusion-and-belonging>.
- Teaching Evaluations - Please submit any available teaching evaluations with student comments.

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(Optional)

- Design/Development Portfolio (Optional)

Reference requirements

- 3 required (contact information only)

Apply link: <https://aprecruit.berkeley.edu/JPF04733>

Help contact: mballek@berkeley.edu

About UC Berkeley

UC Berkeley is committed to diversity, equity, inclusion, and belonging. The excellence of the institution requires an environment in which the diverse community of faculty, students, and staff are welcome and included. Successful candidates will demonstrate knowledge and skill related to ensuring equity and inclusion in the activities of their academic position (e.g., teaching, research, and service, as applicable).

The University of California, Berkeley 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, age, or protected veteran status.

Please refer to the [University of California's Affirmative Action Policy](#) and the [University of California's Anti-Discrimination Policy](#).

In searches when letters of reference are required all letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the [UC Berkeley statement of confidentiality](#) prior to submitting their letter.

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

As a condition of employment, the finalist will be required to disclose if they are subject to any final

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administrative or judicial decisions within the last seven years determining that they committed any misconduct, are currently being investigated for misconduct, left a position during an investigation for alleged misconduct, or have filed an appeal with a previous employer.

- "Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer.
- [UC Sexual Violence and Sexual Harassment Policy](#)
- [UC Anti-Discrimination Policy for Employees, Students and Third Parties](#)
- [APM - 035: Affirmative Action and Nondiscrimination in Employment](#)

Job location

Berkeley, CA

To apply, visit <https://aprecruit.berkeley.edu/JPF04733>

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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