

Project Manager, Educational Design & Technology
(4473U) - 74794
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252249>

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Posted Jan. 28, 2025, set to expire Jun. 30, 2025

Job Title	Project Manager, Educational Design & Technology (4473U) - 74794
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 28, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Educational Services
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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.



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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

UC Berkeley Extension (UNEX), the continuing education branch of the University of California, Berkeley, has been building bridges between UC Berkeley and the public since 1891. UNEX serves the professional and continuing education goals of thousands of people each year and plays an essential part of the University mission to extend the research and scholarship of UC Berkeley to a global community, increase access to higher education for non-traditional, online and international students, and improve the workforce.

UC Berkeley Extension is a part of the division under the leadership of the Dean of Extended Education that also includes Berkeley Summer Sessions, Berkeley Study Abroad, and Osher Lifelong Learning Institute.

The UC Berkeley Extension Educational Design and Technology (EDT) team is comprised of instructional designers and media specialists to support the content development for the continuing education's division's extensive online course portfolios. UNEX hosts hundreds of online courses each year, and EDT, in collaboration with academic partners, subject matter experts and vendors, provides instructional design, media development and EdTech expertise to the perpetual redevelopment of existing course content as well as the development of new course content. We strive to create optimal course content that is accessible to the very broad and diverse population that we serve through UC Berkeley Extension.

Position Summary

The Project Manager for Educational Design and Technology (EDT) is responsible for planning and

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ensuring execution of many critical projects for the instructional design, Media and academic operations needs at UC Berkeley Extension. The role will support teams, both within EDT, as well as within academic departments to ensure smooth and timely completion of course development, new programs, and deployment of new software, LTIs, and new design and access approaches for the division.

Application Review Date

The First Review Date for this job is: 12/19/2024.

Responsibilities

- Applies professional project management and concepts and UC Berkeley academic and administrative policies and procedures to manage projects related to existing course development, new course development, medium to large maintenance projects related to course development projects.
- Provides analysis and status tracking for moderately complex, project-related issues in Asana or current Project Management platform to ensure clear and transparent visibility to multiple project statuses to stakeholders on course development projects, such as academic leads, instructional design team, educational technology unit, media team and Marketing.
- Implements the project management process in support of products and services involving departmental or cross-functional teams.
- Using Asana or another project management platform to document the various responsibilities teams across departments, such as deadlines and milestones for the subject matter expert (SME), or monitoring and optimizing detailed checklists for the media team within course development projects.
- Monitors and reports on project progress from initiation through delivery, including oversight of system integrations with the learning management system (Canvas), project and related communications, interaction with vendors and managing risk.
- Identify and escalate risks and facilitate resolution among project team members, stakeholders, and subject matter experts when there are concerns about integrations, external vendors and project delivery timelines.
- Creates project proposals and reports, by working with stakeholders to establish project scope, roadmap, deadlines, and responsibilities at the beginning and through course or content development projects.
- Assembles and directs moderate to large project teams, designs project plans and schedules and monitors budget and resources.
- Directs the activities of the project with the goal of completing the project on schedule and within

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budget constraints.

- Identify and report any issues that arise as a result of implementing various changes within the organization.
- Leads kick-off meetings with cross-departmental teams to ensure cohesive pathways and timelines for all involved.
- Assists with other projects, initiatives and research across department as needed.

Required Qualifications

- Requires basic knowledge of project management principles, theories, and concepts.
- Requires ability to assess campus, medical center or Office of the President needs for information technology products and design services to meet those needs.
- Working knowledge of and/or can quickly learn initiatives and an understanding of impact to the organization of such initiatives.
- Demonstrated capacity to anticipate obstacles and plan for contingencies.
- Demonstrated attention to detail.
- Demonstrated ability to determine relevance and prioritize tasks.
- Demonstrated organization and project management skills.
- Demonstrated effective writing skills.
- Knowledge of all aspects of communications.
- Demonstrated competency in selecting and implementing project management methods and techniques.
- Proven leadership ability.
- Effective problem-solving skills.
- Demonstrated ability to put forth persuasive arguments.
- Effective skill at tracking effort and project progress.
- Broad knowledge of initiatives and an understanding of impact to the organization of such initiatives.
- Project management certification from a reputable organization such as PMP, CSM or ACP to include a qualifying exam and/or quality assurance processes like Six Sigma or Lean or equivalent project management experience.
- Bachelor's degree in related area and/or equivalent experience/training.

Salary & Benefits

This is a 1-year, full-time (40 hours/week), contract appointment, eligible for UC benefits with the

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possibility of extension. This is a monthly paid, exempt position.

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 annual salary that the University reasonably expects to pay for this position is \$95,000.00 - \$110,000.00

How to Apply

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

Other Information

- This is not a visa opportunity.

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.

Misconduct

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been

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subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct 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. For reference, below are UC's policies addressing some forms of misconduct:

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[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

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



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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=5957565&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5957565&targetURL=U.S.EqualEmploymentOpportunityCommission) 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.

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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