

AV/IT Supervisor (4506) Job 76292 - College of
Computing, Data Science, and Society (CDSS)
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253129>

Downloaded On: Apr. 3, 2025 5:21am

Posted Feb. 14, 2025, set to expire Jun. 30, 2025

Job Title	AV/IT Supervisor (4506) Job 76292 - College of Computing, Data Science, and Society (CDSS)
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Feb. 14, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Information Technology
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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

The College of Computing, Data Science, and Society (CDSS) is a dynamic, innovative new college at UC Berkeley that represents a once-in-a-generation transformation. The College brings together faculty, researchers, staff and students from computing, statistics, the humanities, and social and natural sciences, mirroring the cross-cutting nature of data science and redefining the research university for the digital age. Core to the College is a commitment to examining how the digital revolution affects equity and opportunity-and building the capacity to respond to these challenges.

CDSS was created to meet the opportunities and demands of a world where data, machine learning, and artificial intelligence inform practice and policy in virtually every arena. The College connects the Data Science Undergraduate Studies program, Department of Electrical Engineering & Computer Sciences, Department of Statistics, the Berkeley Institute for Data Science, Berkeley D-Lab, Computational Precision Health, and the Center for Computational Biology.

The College is responsible for growing Berkeley's broad-based undergraduate programs in data science, computing, statistics and other interdisciplinary programs, including classes and programs serving thousands of undergraduate students a year. Visit this website to learn more about the future home of CDSS in the new Gateway Building: <https://data.berkeley.edu/news/uc-berkeley-showcasesplans-cdss-future-home-new-video>.

This position supports a portfolio of College wide technology services in support of teaching, learning, and events for the College of Computing, Data Science, and Society (CDSS) in the Gateway building and other College spaces. The CDSS service portfolio includes classroom technology services support, active learning classroom support, zoom for instruction, conference room support, digital display support and recording studio technology.

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This position will also supervise the Educational Technology Specialists, and student employees, supporting teaching, instruction and research in the Gateway building and across CDSS spaces and event venues. The incumbent receives predetermined work assignments that are subject to a moderate level of control and review. Directs subordinates to complete assignments using established guidelines, procedures, and policies and works on issues of limited scope. This role requires full knowledge of their own area of functional responsibility.

Application Review Date

The First Review Date for this job is: 2/26/25

Responsibilities

20% Supervises the maintenance and upkeep of AV equipment inventory, asset management, digital display signage, media production equipment and facilities, as well as fixed and mobile AV installations in the Gateway and other various College sites.

20% Directly supervises the work of the department, including staff specialists, students, and outside contractors providing technical support and media production services to ensure all events are covered technologically.

10% Directly supervises, trains and schedules personnel that includes staff, students and volunteers to ensure all audio visual (AV) and classroom production services support organizational objectives in the Gateway and other College spaces.

10% Provides consultations with instructors, GSIs (TAs) and academic support staff. Provides technical expertise in identifying, evaluating and developing equipment options and packages to support instruction. Uses strong analytical/troubleshooting (business analysis) skills, advanced platform knowledge, knowledge of campus technology systems, instructional design principles, instructional "best practices", and excellent oral & written communication skills to help instructors, students and staff effectively utilize services for teaching and learning in the Gateway.

10% Makes recommendations to purchase equipment and supplies in the Gateway. Consider business implications of applying technology to the current and future teaching and research environment; make decisions to revise existing inventory and process based on the campus technology and instructional landscape.

10% Resolves problems and / or keeps senior management informed as necessary. Involves analyzing complex business processes and problems; developing solutions involving

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understanding instructional needs and changing landscape of teaching and learning technologies; coordinating support processes for academic support staff, and developing documentation and training materials, video instruction, and presentations.

10% Researches and resolves issues and discrepancies. Participates in the selection, development, and evaluation of staff. Plans, designs and implements new system deployments and upgrades, including servers, video conferencing systems, recording studio equipment, and online room reservation and calendaring systems used in the Gateway.

10% Reviews processes and approves transactions. Designs and communicates standard knowledge and documentation practices across instructional technology services. Includes proactive authoring of needed user- and staff-facing documentation in response to changes in services or College needs in the Gateway.

Required Qualifications

- Thorough understanding of media production methods and equipment.
- Knowledge of intellectual property (IP) restrictions and skill to ensure that media meets IP requirements.
- Knowledge of relevant technology and methods of operations.
- Knowledge of financial recordkeeping.
- Strong interpersonal communications skills and customer service orientation.
- Strong organizational and program management skills.
- Thorough knowledge of supervisory and leadership techniques in managing staff.
- Excellent oral and written communication skills.
- Proficient in various platforms such as Eventbrite, Aventri, Canva, Microsoft (Word, Excel), Google Suite, Zoom meetings, Zoom Webinar, Kaltura.
- Working organizational skills, including skill in effectively coordinating and organizing multiple details.
- Excellent organizational abilities appropriate to an effective calendar management and student and / or volunteer scheduling.
- Ability to work in diverse groups, including but not limited to students, staff, faculty, general public, production personnel, technical operators and performing artists.
- Ability to work professionally under pressure and under tight deadlines ensuring excellent customer service support.
- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

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- Knowledge of administrative procedures and office management.
- Good judgment and effective decision-making and problem resolution skills, including skill to recognize and deal effectively and appropriately with real and potential problem areas, including skill to determine the issues / problems that need to be brought to the attention of higher level staff and / or management.

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.

Classification: EDUC TCHL SPEC 4 TX

Anticipated hiring range: \$37.16/hr - \$53/hr

UCB salary range: \$37.16/hr - \$67.24

The salary offer to the final candidate will take into consideration their experience and salary equity with current UC Berkeley employees working in similar roles.

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 Disclosure

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been 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

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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:

[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 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



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N/A

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