

Program Specialist, Fall Program for First Semester
(4168U) 76543
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253867>

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Posted Mar. 3, 2025, set to expire Jul. 1, 2025

Job Title	Program Specialist, Fall Program for First Semester (4168U) 76543
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 3, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Student Services 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

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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.

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

Summer Sessions, Study Abroad, Lifelong Learning & University Extension (SSALLEX) is the extended education division of the University of California, Berkeley and an essential part of the University's mission to extend the research and scholarship of UC Berkeley to a global community.

SSALLEX is a vibrant and dynamic organization that enables more than 60,000 visiting UC and potential Cal students; parents, faculty, academic units, international business partners, and central campus service providers engage in campus activities. The department provides more than 2,000 summer courses, fall freshmen programs, study abroad experiences, global internships, and year-around programs or courses, lectures, special events and interest circles for older adults.

Position Summary

Under the direction of the Fall Program for First Semester (FPF) Assistant Director and Director of New Student & Pre-College Programs, the FPF Program Specialist serves as an integral part of the FPF team and helps support a wide range of curriculum, instructional, and administrative services for the program. The Program Specialist is the department's primary course scheduler, manages course enrollment for the program, coordinates instructor academic approval & onboarding, and supports other operational components of the FPF program.

Application Review Date

The First Review Date for this job is March 12, 2025

Responsibilities

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Curriculum Scheduling & Enrollment Management

- Leads department academic scheduling and managing room assignments including lecturer & discussion sections in campus scheduling system. Serves as the primary source of contact for course scheduling and enrollment support for instructors, advisors, and students
- Manages enrollment functions in Campus Solutions and other systems, including but not limited to: tracks enrollment levels, add/drops, monitors course enrollment limits with instructors, and processes waiting lists.
- Collaborates with internal & external stakeholders to collect instructor course & teaching availability information and develop classroom usage schedule including securing room reservations in database management system
- Devises solutions to classroom space and scheduling problems, taking into account the curriculum needs of students, the needs of faculty, departmental partners, and available options. Makes room change requests as needed.
- In consultation with the Assistant Director & Director makes adjustments to class sizes and number of sections balancing curriculum needs with budgetary and staffing considerations.
- 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.
- Reviews and adjusts existing courses and curriculum in an undergraduate education environment
- Maintains academic quality of the courses and curriculum. The portfolio consists of lower-division corresponding to offerings on the UC Berkeley campus
- Independently plans new and repeat course offerings each Fall semester and secures their academic approval.
- Recommends changes in courses, methodologies, and instructors where needed.
- Other functions related to scheduling and instructional support, as needed.

Instructor Support and Program Coordination

- Working closely with Assistant Director and Director, to determine FPF curriculum and course offerings. Works with staff to establish course schedules, optimizing facilities usage and plan the overall schedule of courses for the fall semester, and minimizes scheduling conflicts
- Work with instructors to secure academic approval. Coordinates new instructor recruitment, unit 18 hiring process, reader hiring, and instructor onboarding process
- In conjunction with Assistant Director & Director provides training & guidance to new & returning instructors on departmental/school/college and university policies and procedures.

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- In consultation with Assistant Director & Director communicates important dates & deadlines with instructors and students including enrollment deadline reminders, course changes, and grading deadlines.
- Schedules office hours for instructors as needed
- Establish weekly enrollment reports for academic advisors to manage enrollment needs of caseload and maintain files for courses and instructors
- Monitors submission of grades and tracks incompletes.
- Respond to and resolve urgent situations such as last minute course schedule or location changes, informing students and instructors of changes.
- Provides front line support for students and instructors via in-person, telephone, and email inquiries regarding program and enrollment related issues
- Provides some advising support to current and prospective students, helping them determine proper courses to complete program requirements.

Policies & Program Planning

- Actively participates in long-range strategic planning for Fall Program for First Semester.
- Stays abreast of curricular trends and policy on the main campus, making adjustments to FPF curriculum and policy as needed
- Coordinates with campus departments to ensure close alignments between FPF courses and their campus counterparts
- Works closely with the FPF Assistant Director, Director, and with campus/Extension's administrative departments to ensure policy compliance, accurate record keeping, and adequate classroom resources
- Prepares communications, trainings, and resources to keep instructors informed about program changes and updates

Administrative

- Support Finance team in preparation of annual budget for instructional compensation
- Provides the FPF Assistant Director, Director, and Assistant Dean with recommendations to control instructional costs
- Completing and submitting departmental & campus pre-approval forms and paperwork including reconciliation and payment for guest speakers
- May serve as supervisor to student assistant(s)
- Other duties and tasks as needed

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Course Evaluation

- Helps identify and develop evaluation tools for courses, instructors and programs.
- Adapts course and instructor evaluation surveys
- Conducts instructor classroom observations as needed

Special Events and Planning

- Facilitates and supports special program events., including instructor orientation, speaker series, workshops, and co-curricular activities
- Develops, prepares and reconciles forms and purchases for program
- Other duties and tasks as needed

Required Qualifications

- Thorough knowledge of functional area and understanding of how work may impact other areas.
- Thorough analytical skills to conduct analysis and develop recommendations, demonstrating organization and problem-solving skills.
- Thorough and effective verbal, written and interpersonal communication skills and presentation skills.
- Thorough knowledge of campus policies and procedures.
- Thorough knowledge of and skill in delivering programs.
- Thorough knowledge of current public educational programs and trends.
- Thorough skills to conduct needs assessment and development of new presentations/courses to meet organizational needs.
- Knowledge of managing a portfolio of business and management courses at the university or corporate level.
- Skill in using business software systems in the completion of work assignments; i.e. Word, Excel, Access, PowerPoint.
- Bachelor's degree in related area and / or equivalent experience / training.
- Continuing education in a related field and / or equivalent experience / training.

Salary & Benefits

This is a 3-year, full-time contract position. Extension is possible with continued funding. This position is eligible for some remote work. Exact arrangements are determined in partnership with your

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supervisor to meet role responsibilities, department needs, and are subject to change.

This position is eligible for the full range of UC 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 range that the University reasonably expects to pay for this position is \$61,200.00 - \$78,000.00, annually. This is a monthly paid, exempt position.

How to Apply

To apply, please submit your resume and cover letter.

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 E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

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

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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:

[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



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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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