

Coordinator, Optometry Program (4574U), School of  
Optometry - 77606  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255669>

Downloaded On: Apr. 20, 2025 2:37am

Posted Apr. 15, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Coordinator, Optometry Program (4574U), School of Optometry - 77606
<b>Department</b>	School of Optometry
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Apr. 15, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff Coordinator
<b>Academic Field(s)</b>	Student Services Educational Services Counseling Services
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**Job Description**

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**Coordinator, Optometry Program (4574U), School of Optometry - 77606**

**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.

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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.

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 Admissions & Student Affairs Office (ASAO) at the Herbert Wertheim School of Optometry provides services in admissions and student success.

## Position Summary

The Coordinator of the Optometry program assists in the daily coordination and functions of the Admissions & Student Affairs office at the Herbert Wertheim School of Optometry and Vision Science. In this role, the Coordinator is responsible for assisting students and staff on a wide variety of admission, program, and service related tasks. These include advising and monitoring academic progress, academic scheduling and registration, recruitment and admissions, event coordination and support, award and scholarship related processes, aid distribution. A self-starter by nature, the individual in this role should be able to identify and troubleshoot obstacles, contribute to a high functioning team, and display a student centered ethos.

## Application Review Date

The First Review Date for this job is: 04/24/2025.

## Responsibilities

OD Advising, Academic Progress, Aid Distribution:

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- Provide information to current students on a wide array of student matters ranging from new student services, awards and scholarships, financial aid, registration and scheduling, graduation, and optometric licensure requirements, maintain knowledge of campus administrative policies, procedures, and systems, advise OD students on registration and enroll students in Fall, Spring, and Summer sessions.
- Assist students in petitions to change course schedules, add/drops, grade changes.
- Serve as a scheduler for Optometry classes.
- Ensure student milestones are being met.
- Monitor academic progress through tracking grades.
- Assist and keep track of curriculum changes based on recommendations of the Associate Dean of Academic Affairs.
- Distribute aid packages to new and continuing students, including departmental and graduate level funding, advises students on financial aid options and fellowship opportunities.
- Facilitate the Professional Student Support Fund (PSSF) award process each Fall, working closely with the Scholarships & Award Committee.
- Creates scholarship applications for internal and extramural awards.
- Is familiar with campus resources for students in crisis and makes appropriate referrals.
- Creates, provides, and distributes information through various methods to the School community.

Event Planning and Implementation (including Milestones):

- Be knowledgeable in event planning and execution process and procedures, collaborating with School departments, and the larger Berkeley campus.
- Support in the planning of all events pertaining to Optometry & Vision Science. May be called upon to lead events as needed.
- Assist AD of Vision Science, AD of Student Affairs, and AD of Admissions in event implementation and execution.
- Plans and implements complex, high-visibility events, including, but not limited to New Student Orientation, White Coat Ceremony, Business Management Immersion Program, Half Way There, New Home Night, Old Home Days, Fourth Year Awards Banquet, and Graduation.
- Supports other ASAO staff with events as needed.
- Crates timely and necessary programming based on student needs.
- Regularly attend Berkeley Events Network (BEN) committee meetings.

Recruitment & Admissions:

- Respond to telephone, mail, and email inquiries regarding the Optometry & Vision Science programs.

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- Provide excellent customer service to prospective students.
- Meet with students one on one to advise them in the application process or to share program specific information.
- Under the guidance of the AD of Admissions, assist in the processing applications, data entry, and follow up.
- Assist in review of a complete application file, including review of transcripts, ensuring prerequisites are met.
- Assist in monthly recruitment webinars and Friday visits.
- Occasionally travel to recruitment sites to attend and give presentations at pre-health fairs, pre-Optometry organizations, etc.
- Assist AD of Student Affairs with onboarding each class, including tracking policies and procedure paperwork and immunization records.

Office Management:

- Maintain listservs and class bcourse sites.
- Track and coordinate required training, both in-person and online, for OD students.
- Track and maintain student records, including final transcripts, prerequisite coursework and background checks.
- Oversee classroom reservations and processing.
- Maintain award records.
- Serve on committees (as appropriate and needed), help train peers and less experienced team members.
- May hire, train, and supervise office student worker staff.
- Other administrative duties as needed.
- May include processing of invoices and expenses or serving as back-up to front desk duties.
- In conjunction with Assistant Dean, develop processes to streamline information and efficiency.

Professional Development:

- Take classes/workshops/trainings that will enhance expertise in professional areas of interest and growth and will enhance the current work environment.
- Participate in school and university service activities.

Other duties as assigned

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### Required Qualifications

- Knowledge of advising and counseling techniques.
- Knowledge of and/or can quickly learn University-specific computer application programs and pertinent databases.
- Ability to multi-task; verbal and written communication skills.
- Interpersonal skills.
- Demonstrated ability to work effectively and collaborate with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Basic knowledge of student immigration and visa processes pertaining to international students and scholars.
- Ability in problem identification and reasoning.
- Skills in service orientation, organization, active listening, and critical thinking.
- Bachelor's degree in related area and/or equivalent experience/training.

### Preferred Qualifications

- Knowledge of and/or can quickly learn University processes and procedures.
- Understanding of and/or can quickly learn University rules and regulations.
- Experience working in higher education or school-based setting.

### Salary & Benefits

This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid biweekly at an hourly rate and is eligible for 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

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experience.

The budgeted hourly range that the University reasonably expects to pay for this position is \$33.52 - \$38.31.

### How to Apply

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

### Other Information

- This is not a visa opportunity.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

### 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 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 orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the

[https://apptkr.com/get\\_redirect.php?id=6141279&targetURL=U.S. Equal Employment Opportunity Commission](https://apptkr.com/get_redirect.php?id=6141279&targetURL=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](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

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