

**Student Services Coordinator (4575U) - CalTeach**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=256824>

Downloaded On: May. 13, 2025 5:21am

Posted May 12, 2025, set to expire Jul. 1, 2025

**Job Title** Student Services Coordinator (4575U) - CalTeach  
**Department** CalTeach  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** May 12, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Coordinator  
Professional Staff

**Academic Field(s)** Student Services  
Counseling Services

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**Job Description**

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**Student Services Coordinator (4575U) - CalTeach**

**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

CalTeach is a program for undergraduate majors interested in developing a deep understanding of STEM teaching & learning. Our coursework focuses on STEM pedagogy, educational theory and promoting diversity, equity, and inclusion, with concurrent field work in local classrooms and tutoring centers. Cal Teach offers a minor in Science and Math Education, as well as a unique opportunity to complete a California K-12 science or math teaching credential as an undergraduate simultaneously with their undergraduate degree.

The Student Services Coordinator provides a full range of student service duties and instructional support responsibilities for the CalTeach program. Supports CalTeach staff, faculty, students and mentor teachers in academic and program advising, outreach, recruitment, admission, student orientation, career counseling, events and support with online information systems. Involves a wide range of student services duties and responsibilities for an academic department/school/college or organization. Assists the dean/chair, faculty, and students in academic advising, recruitment, admissions, financial aid, the evaluation and awarding of fellowships/scholarships, student orientation and events, career counseling, and related programs.

### Application Review Date

The First Review Date for this job is: May 21, 2025 - Open Until Filled

### Responsibilities

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### **30% Program Administration**

**Field Placements:** Full functional and administrative responsibility for the field placement component of CalTeach program, including creating and maintaining a complete ongoing electronic record of student field placements and mentor teachers. Designs and updates field placement manuals for students, mentor teachers and faculty. Visits all CalTeach courses and courses in related fields to do presentations about CalTeach. Verifies that field placement requirements are complete. Analyzes appropriate data to make projections for field placement needs in the future.

**Data Collection & Analysis:** Administers program evaluation surveys to students and mentor teachers, and collects, organizes and stores survey responses and consent forms. Collects credential program applications, ensures applicants meet the minimum requirements, works with school districts to fulfill legal requirements for student teaching placements, collects and organizes student and intern teaching data. Serves as the departmental administrator using a database for teacher credentialing process. Maintains contact with alumni of the program. Archives all data collected and program documents created on CalTeach server.

### **30% Academic Advising**

Advises prospective, new, continuing and transfer students about the CalTeach program via email, individual appointments and workshops. Maintains CalTeach student, mentor teacher and faculty email addresses and lists and sends out messages about the program. Advises students about which courses to take and in what sequence, declaring the Cal Teach minor, applying for the Cal Teach credential program, CalTeach study abroad programs, and teaching credential options and requirements. Organizes and coordinates use of CalTeach Advising & Resource Center. Supervises work-study students in peer-advising roles. Reviews students' progress and advises students and faculty on requirements for degree/program completion; identifies students with progression problems and recommends interventions. Analyzes appropriate data to determine number of students served and which students should be targeted for advising.

**Career Counseling:** Shares teaching related summer internship opportunities and related programs with students. Works with local school districts and Career Center to present job related workshops for current students, and advises students on the job market process, and the standards and norms in the field of K-12 teaching; develops and maintains network of schools and educational programs interested in hiring pre-service teachers and graduates. Develops and enhances an alumni recruitment network, including devising and implementing electronic system to disseminate opportunities for alumni to participate in program activities and advise current students on teaching related programs and job

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opportunities. Identifies and cultivates potential employers.

Financial Aid: Advises students on fellowship and tuition forgiveness programs for teachers.

### **20% Recruitment and Admissions**

Provides leadership in developing and implementing outreach programs to recruit qualified students and mentor teachers. Works with other CalTeach and BSMI staff to recruit teachers, including for mentoring CalTeach students, in a coordinated fashion. Works with other staff members to develop and maintain relationships with local schools and school districts. Designs and implements ongoing marketing strategy for CalTeach, revising each semester as necessary. Creates outreach and marketing materials, both paper and online, and supervises the distribution of these materials. Promotes, through department listserves, online, and flyers, upcoming workshops and events, and course listing and schedule each semester. Develops and maintains relationships with advisors in related colleges to make STEM students aware of the CalTeach program and to guide interested students to fit CalTeach courses into their major course sequence. Represents CalTeach at Golden Bear Orientation, Cal Day and other student events. Serves as advisor to a student group interested in teaching. Analyzes appropriate data to make projections for expected student enrollment in each course, and implements new or modified recruitment strategies accordingly for both entry into and continued participation in CalTeach program.

Credential Program: Advises prospective applicants for credential program on necessary academic preparation; appropriateness of program as it pertains to the prospective applicant's goals; utilizing in-depth knowledge of the organization's admissions criteria, helps choose applicants for admission into the credential program; evaluates transcripts for degree eligibility.

### **20% Instructional Support**

Course Scheduling: Schedules courses offered through the UGIS department each semester in general assignment classrooms, including admitting/dropping students from classes, securing rooms, and changing instructors. Responsible for working with related departments to assure that other Cal Teach classes are scheduled and appear in the schedule of classes each semester.

Faculty & Students: Ensures students' progress through CalTeach course sequence, especially those who have declared the minor. Communicates with faculty to ensure compliance with CalTeach program and campus-wide policies such as those pertaining to RRR week and receiving an incomplete. Collects course syllabi and materials from instructors each semester, and archives them

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electronically. Submits updated and new course approval forms and materials to the Committee on Courses of Instruction (COCI) as needed. Collects and archives classroom observation forms from each student for lesson plans taught in field placements. Works with CalTeach faculty to collect exemplary lesson plans for Cal Teach Lesson Plan repository each semester.

**Event Planning:** Responsible for planning CalTeach events such as field placement orientations, workshops, panels, and receptions for students, mentor teachers, faculty, staff and donors. This includes working within an established budget, facility location, arranging for guest speakers, and the catering company. Responsible for resolving any event related problems as well as providing logistical support for the setting up and cleaning up of the events. Plans, designs, and provides workshops which focus on CalTeach students serving as college going role models at field placement orientations. Plans, designs, and provides workshops to guide students to declare CalTeach minor, apply for credential program, complete paperwork for credential, secure a teaching job, and participate in CalTeach study abroad programs. Collects appropriate data such as attendance at events, archives data and event materials on CalTeach server, and uses data and staff reflections to plan future events.

### **Required Qualifications**

- Bachelors degree in related area and/or equivalent experience/training (science, math, engineering, or education degree preferred but not required).
- Working knowledge of advising and counseling techniques.
- Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
- Ability in problem identification, reasoning, and organizing strategic plans.
- Ability to develop original ideas to solve problems.
- Interpersonal skills. Multicultural competencies; ability to work with diverse populations.

### **Preferred Qualifications**

- Knowledge of University-specific computer application programs and knowledge of University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Experience with K-12 education and Bay area public schools preferred.

### **Salary & Benefits**

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

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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 or hourly range that the University reasonably expects to pay for this position is \$61,200 to \$83,200 yearly (\$5,100.00 to \$6,933.34 monthly). This is a 100% FTE career position eligible for full benefits. This position is FLSA Exempt and paid monthly.

**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.

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**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 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](#)

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**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](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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