

Curriculum and Enrollment Coordinator (4575U) 79035 University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258511>

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Posted Jun. 20, 2025, set to expire Jul. 1, 2025

Job Title	Curriculum and Enrollment Coordinator (4575U) 79035
Department	Department of Economics
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jun. 20, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Educational Services
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Job Description

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Curriculum and Enrollment Coordinator (4575U) 79035

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 Department of Economics at UC Berkeley is one of the largest teaching and research departments, consistently ranked among the top five worldwide. It employs 16 staff members and approximately 45 ladder-rank faculty, with a total academic membership of around 70, including joint appointments, lecturers, visiting faculty, and emeriti. The department's student services operation is one of the largest at Berkeley, serving 1,500 undergraduate majors, awarding 700 degrees annually, and supporting 140 PhD students. Each year, the department receives 800 PhD applications, employs 200 academic student-workers, offers 150 courses with 40,000 student credit hours, hosts 100 visiting concurrent enrollment students, and manages over \$8M in teaching and fellowship funds.

Position Overview

Under the general supervision of the Assistant Director of Course Planning, the Curriculum and Enrollment Coordinator (CEC) independently manages a broad range of curriculum-related responsibilities in support of the Economics Department. This role requires a high degree of autonomy, administrative expertise, and policy analysis. Key duties include serving as the department scheduler and managing enrollment for one of the largest teaching departments on campus. The CEC also oversees the hiring process for academic student employees (ASEs), coordinates course evaluations in partnership with campus offices, and manages the department's international visitor programs. In addition, the CEC is a core member of both the graduate advising team and the broader student services team. The position regularly advises faculty leadership and departmental committees on curriculum administration, and on the interpretation and implementation of university and departmental policies, contributing to the development of departmental procedures and best practices.

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Application Review Date

The First Review Date for this job is July 2, 2025

Responsibilities

Curriculum Coordinator: Assists with planning the curriculum for the department and the creation and submission of the Temporary Academic Staffing (TAS) budget to the college for annual approval. Assists with devising curriculum plans which ensure students' progress through course sequences, avoiding conflicts, and ensuring compliance with campus-wide policies. Provides guidance and recommendations to instructors on issues related to course technology, which includes bCourses, Cal Central, egrades, and Grade Scope. Consulting with department leadership, oversees and submits to Committee on Courses of Instruction (COCI) proposals for the department. Provide students and faculty with specialized information and explanations regarding Department, College and University policies and procedures relevant to course enrollment, grading policies and disputes, and academic requirements. Assists with student conduct course related cases, which may involve detection of misconduct or overseeing conduct investigation processes in concert with course instructors and GSIs. Coordinate grading and final exam process - notify faculty of deadlines and monitor grade submissions, oversee final exam scheduling as needed, keep faculty informed of relevant policies and deadlines, including final examination schedules, mid-term reports, and grade submission deadlines. Assist faculty and Instructors with e-grades and ensure that all grades are filed by the registrar deadlines.

Enrollment and Scheduling Management: Leads department course scheduling and enrollment management. Oversees enrollment management of undergraduate and graduate courses. Maintains all graduate and undergraduate grade records and course reports. Schedules De-Cal courses each semester within the SIS system and in coordination with the Chair's Assistant, faculty, and student instructors. As the Department scheduler, uses judgment and discretion, independently obtains classrooms for courses taking into account the requirements and restrictions of the Campus Scheduling Office, past enrollment trends, instructor preferences, equipment and facility needs, department and campus needs. Consults with Campus Scheduling Office and instructors on issues regarding obtaining appropriate classrooms and advises faculty and director of student services on options. Works with other departments to set up cross-listed and room-shared courses. Consults with directors and chairs as needed and advises the department on student and department needs. Collects, analyzes, and provides statistics on enrollment trends to department management. Advises and recommends enrollment policies to faculty in order to ensure clarity and consistency in enrollment planning. Communicates policy broadly to students using webpages, social media and one-on-one

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advising. Sets up enrollment limits, seat reservations, and other course restrictions. Responds to student requests regarding course policies, structure, and logistics. When students identify and communicate challenges, the CEC in conjunction with their supervisor will devise strategies and solutions to address and resolve issues.

International Programs: Oversee Departmental International visitor program (concurrent enrollment): Berkeley Economics Semester Abroad Program (BESAP) and Graduate Economics Student Exchange Program (GESEP). In conjunction with the Assistant Director of Course Management organizes, leads, administers, coordinates, and monitors BESAP and GESEP. Primary advisor for faculty and students. Collaborating with the Director of Student Services and Assistant Director of Course Management, the incumbent monitors the enrollment for BESAP, GESEP, and concurrent enrollment students from other departments and UC, Extension, which exceeds 1000 SCH per year. Implements outreach programs with specifically targeted institutions; advises prospective applicants on necessary academic preparation; appropriateness of program as it pertains to the prospective applicant's goals; reviews domestic and international transcripts for degree eligibility; initiates and arranges student recruitment visits to Berkeley. Assists in the recruitment, hiring, and supervision of a BESAP Mentor for the ECON 198, visiting student development and culture course for BESAP students.

Student Employee Administration: With input from instructors, helps recruit student instructors and researchers, including undergraduate (UGSI), graduate GSIS, readers, and tutors. Also oversees the hiring student researcher (GSR) appointments. Assists with the distribution of assignment letters for the fall, spring semesters and summer session (eHire), and input into human resources (SHARE) hiring smart sheet', including timesheets. Assists with supervision of readers and tutors. Responsibilities include working closely with the Head GSI to assign GSIs to several hundred discussion sections for the academic year and for summer session, match GSIs with the appropriate faculty instructors. Assists student instructors with course-related logistics and administration. Monitor and advise DSP accommodation logistics and potential make-up exam arrangements-when warranted. Coordination with Campus HR (SHARE) of life event actions for student employees (parental/medical leaves, childcare reimbursements, liaising with BIO/LR regarding visa related work eligibility policies etc.) In total, student employees exceed 150+ each academic year.

Teaching Evaluation Coordination and Analysis: Oversee the course evaluation coordination with the Campus Research, Teaching, and Learning unit to ensure all teaching sessions are set up accurately in the course evaluation system and Campus Solutions. Assists with analysis.

Graduate Academic Advising: Advices graduate students and Ph.D. candidates on academic and administrative degree requirements through exercising judgment in the interpretation and enforcement

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of policies and procedures of the Department and Graduate Division. In conjunction with the Assistant Director of Graduate Student Services helps plan and implement high visibility student events, such as graduate recruitment, spring visit day, start-of-year welcome orientation, and works with departmental staff on commencement ceremony.

Professional Development: Maintain professional development and update working knowledge of student affairs administration through attendance and participation at campus and other training sessions, seminars, conferences, and events and active membership in campus and professional organizations, and networking with peers. The Department of Economics provides \$1,500 per year toward professional development activities.

Required Qualifications

- Knowledge of student services, curriculum planning, and advising.
- Knowledge of campus-level policies and procedures pertaining to undergraduate and graduate education, curriculum, grading, and student conduct, confidentiality (FERPA) and related areas.
- Skills in project management, planning, and systems analysis. Knowledge of University-specific (or comparable institutional knowledge) computer application programs (including SIS).
- Strong organizational skills with attention to detail and ability to multi-task in a high volume environment.
- Multicultural competencies; ability to work with diverse populations.
- Effective verbal and written communication skills.
- Skills in analytical and critical thinking with sound judgment and decision-making.
- Ability to be resourceful, creative, innovative, and flexible. Ability in problem identification and reasoning; ability to develop original ideas to solve problems.
- Strong interpersonal skills. Skills in service orientation and active listening.
- Supervisory skills to hire, train, and provide coaching and guidance to student workers and student interns.
- Knowledge or ability to learn complex U.S. visa and immigration procedures, compliance issues, and employment eligibility / authorization for international students and scholars.
- Bachelor's degree in related area and / or equivalent experience / training

Preferred Qualifications

- UC campus or equivalent large-scale university experience, particularly with student systems and cross-campus processes, preferred.

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Salary & Benefits

This is a full-time career position. This position is eligible for up to 40% remote work within the United States. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and 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 \$85,000-\$95,000 annually.

Other Information

This is not a visa opportunity.

How to Apply

To apply, please submit your resume and cover letter.

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

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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 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 Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

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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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