Instructional Support (4522) Job 79625 - Data Science Undergraduate Studies (DSUS)
University of California, Berkeley

Job Title	Instructional Support (4522) Job 79625 - Data Science Undergraduate Studies (DSUS)
Department	Data Science Undergraduate Studies
Institution	University of California, Berkeley
	Berkeley, California
Date Posted	Jul. 16, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
	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

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

Data Science Undergraduate Studies (DSUS) offers a range of academic, cocurricular, and enrichment programs-including the Data Science major and minor-with a wide-reaching impact both across UC Berkeley and beyond. Designed in collaboration with faculty from across Berkeley, Data Science invests students with deep technical knowledge, expertise in how to apply that knowledge in a field of their choosing, and an understanding of the social and human contexts and ethical implications of how data are collected, analyzed, and used. This combination positions graduates to help inform and develop solutions to a range of pressing challenges, from adapting industry to a new world of data to amplifying learning in education to helping communities recover from disaster.

DSUS is part of the College of Computing, Data Science and Society (CDSS), which strives to develop, implement, and share high-quality, ethics-oriented, and accessible curricula, educating a diverse student body in data science, computing, and statistics. Core to the college is an understanding of how computing and data science affect equality, equity, and opportunity-and the capacity to respond to social challenges.

The Instructional Support Coordinator holds a pivotal operational position within Data Science Undergraduate Studies (DSUS), reporting directly to the Director of Advising and Instructional Support. This role has been created in response to the ongoing evolution of Data Science instruction with a primary goal of building sustainable systems and processes to improve and support the experience of faculty, course staff (ASEs) and students. This role encompasses a broad spectrum of responsibilities, ranging from course management support and course technology support to ensuring policy

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compliance and adherence.

The primary focus is on supporting faculty and academic courses administered by DSUS, as well as various co-curricular and enrichment programs associated with Data Science education. Oversight of instructional activities involves strategic planning and implementation for approximately 15 courses, accommodating around 5,000 students per semester. This entails managing tasks such as coordinating course materials, scheduling office hours and tutoring, providing some staff selection support, and managing room reservation requests and assignments with a focus on the student experience. The role also extends to academic program support, including the organization of logistics for co-curricular and enrichment programs catering to Berkeley students, visiting students, and high school participants, such as Data Scholars, BUDS, and the Tuskegee/Berkeley partnership. Moreover, the Instructional Support Coordinator plays a crucial role in shaping and adapting policies as the instructional model for Data Science courses evolves, influenced by changes in campus policy and budget.

Application Review Date

The First Review Date for this job is: 7/27/25 - Open until filled

Responsibilities

20% Faculty Support:

- Responds to faculty requests for resources including supplies, software, memberships, etc.
- Under guidance from Director of Instructional Support, administers course funds and processes purchase orders/reimbursements for instructional expenses.
- Coordinates with campus Copy Center and with facilities manager to ensure appropriate access to photocopy and scanning services for large-scale class needs (discussion worksheets, exams).
- Plans unit-wide faculty meetings including scheduling and catering.
- Maintains instructor communication channels by updating various email list-serves.
- Maintains instructor hub website to ensure accuracy and update policy changes.

20% Course Support:

- For a limited number of courses, provides support with DSP accommodations, proctoring, exam seating, student requests for exceptions, and academic misconduct.

20% Academic Programs Coordination:

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- Provides logistical and administrative support for the Data Scholars Program, Berkeley Unboxing Data Science (BUDS) Program and Tuskegee Scholars Program. This includes working with faculty and leadership on scheduling and planning events, coordinating the admission application and selection process, and student communication.
- Coordinates academic scheduling and student enrollment in courses associated with these programs.
- Serves as the first point of contact for student, parent, staff and faculty inquiries.
- Maintains program data.
- Supports program evaluation and assessment.

20% Supplemental Scheduling and Enrollment:

- Drafts schedule of office hours and class tutoring to be offered each term based upon provided course listings, enrollment trends, and staff availability.
- Using judgment and discretion, independently obtains classrooms for office hours, tutoring and exams, taking into account the requirements and restrictions of the Campus Scheduling Office, DSP accommodations, instructor preferences, equipment and facility needs, unit and campus needs.
- Consults with Campus Scheduling Office and instructors on issues regarding obtaining appropriate classrooms and advises faculty or senior level manager on options.
- Serves as back-up scheduler and enrollment manager.
- Assists with supplemental enrollment programs for campus visitors such as Concurrent Enrollment.

Instructional Facilities Management:

- Manages instructional facilities including maintaining equipment, inventorying and ordering supplies, and troubleshooting issues. Ensures appropriate furniture availability and setup each term.
- Ensures accurate faculty and staff access to instructional spaces.
- Develops space-use policies and communicates guidelines to stakeholders (faculty, staff, course staff, students).
- Serves on safety committee and coordinates with building manager to resolve safety concerns.

10% Academic Student Employee Hiring:

- Provides limited assistance with and serves as back-up in processing hiring requests of graduate student instructors (including Teaching Assistants), tutors and readers.

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- Creates position numbers and funding entries.

5% General Administrative Support:

- Provides support for unit events, including scheduling, reserving rooms and ordering catering.
- Processes purchasing and reimbursement requests for faculty and staff.

5% Professional development

Required Qualifications

- Knowledge of common University-specific computer application programs.
- Knowledge of department, organization, and University policies, procedures, and directives.
- Knowledge of department and school / college general and major course requirements.
- Interpersonal skills to work with department senior management, faculty, and students.
- Ability in problem identification, reasoning, analysis to identify trends.
- Ability to find solutions to conflicting situations.
- Bachelor's degree in related area and / or equivalent experience / training.

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.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is $26.91hr. ($56,200 annually) - $36.78 hr. ($76,800 annually).

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the

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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 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

University of California, Berkeley

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