

CS Enrollment and Scheduling Manager (4576) Job
80223 - Department of Electrical Engineering and
Computer Sciences
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260734>

Downloaded On: Aug. 6, 2025 5:50am

Posted Aug. 5, 2025, set to expire Jun. 30, 2026

Job Title CS Enrollment and Scheduling Manager (4576) Job
80223 - Department of Electrical Engineering and
Computer Sciences

Department Electrical Engineering and Computer Sciences

Institution University of California, Berkeley
Berkeley, California

Date Posted Aug. 5, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Student Services
Educational Services
Counseling Services

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Apply By Email

Job Description

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**CS Enrollment and Scheduling Manager (4576) Job 80223 - Department of Electrical
Engineering and Computer Sciences**

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

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for students, faculty and staff. Posted Aug. 5, 2025, set to expire Jun. 30, 2026

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 College of Engineering at UC Berkeley is recognized for its educational and research excellence, consistently ranking among the top three Engineering colleges in the United States. With more than 240 regular faculty members, 2,500+ graduate students and 4,000+ undergraduate students located in seven academic departments. Engineering is the second largest college on the Berkeley campus.

The Department of Electrical Engineering and Computer Sciences (EECS) in both the College of Engineering and the Division of Computing Data Science and Society (CDSS), is the largest department on the Berkeley campus consisting of over 130 faculty, adjunct, active emeriti and PIR appointments, 3,200+ undergraduates both in the College of Engineering and College of CDSS, 700+ graduate students, and 60+ staff members. EECS programs are consistently ranked in the top three by many measures, including U.S. News & World Report's national and global ranking. The annual operating budget, not including research expenditures for EECS is \$45+ million.

The Department is actively engaged in teaching and research in the disciplines of Artificial Intelligence, Computational Biology, Databases, Graphics, Hardware / Architecture, Human-Computer Interaction, Operating Systems / Networking, Programming Systems / Software, Scientific Computing, Theory, Vision (in Computer Science) as well as Biosystems, Communication/Networking, Communications/Physical Layer, Control, Design, Modeling, and Analysis, Electromagnetics/Antennas, Integrated Circuits, Optics, Physical Electronics Devices, Physical Electronics/MEMS, Optoelectronics,

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Energy, Robotics, Signal Processing for Image & Video, Signal Processing for Speech & Audio (in Electrical Engineering). Computer Science operates research and instructional laboratories in Soda Hall and Sutardja Dai Hall, and Electrical Engineering operates like facilities in Cory Hall and Sutardja Dai Hall. EECS also has a significant technical staff support structure to provide support for research and instructional laboratories and fabrication facilities.

Application Review Date

The First Review Date for this job is: 8/15/25 - Open until filled

Responsibilities

65%

Program Oversight: Applying advanced Student Services concepts, provides the most complex student services to the organization's management, faculty and students. Within an academic department/school/college provides, and makes recommendations for, the improvement of the following programs:

Enrollment Management: This position is responsible for the largest and most complex enrollment management caseload on the Berkeley campus. Devises curriculum planning in collaboration with Chair and faculty, with other departments, to ensure students' progress through course sequences, avoiding conflicts. Reviews course requirements and student course progression, and advises the department on scheduling needs. Collects, analyzes, and provides statistics on CS enrollment trends to department management.

Using 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 senior level managers on options. Works with other departments to set up cross-listed and room shared courses. Consults with and advises faculty scheduler on student and department needs.

Special Student Programs Oversight: Within an academic department/school/college provides, and makes recommendations for the improvement of enrollment management of revenue generating programs such as Masters Programs (M ENG, 5th Year MS, etc.) and Concurrent Enrollment for both divisions (EECS and Computer Science).

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Oversees special and international revenue-generating programs for the department. Analyzes concurrent enrollment options and works with Department leadership, UC Extension and campus partners to improve relevant business processes. Advises faculty on departmental/school/college and university policies and procedures. Advises prospective and current students in Special Student Programs on course selection, troubleshooting issues as needed.

20%

Department/School/College Policies: Advises chairs/deans on the formulation of department/school/college policy by advising them on areas needing clarification and identifying solutions; analyzes the consequences of organization's academic policies and recommends new or changed policies; recommends solutions to organization's problems without precedent.

Enrollment Policy: Advises and recommends new policies to faculty in order to ensure clarity and consistency in enrollment planning. Communicates policy broadly to students using web pages, social media and one-on-one advising. Advises faculty on departmental/school/college and university policies and procedures. Implements policies to ensure students' progress through course sequences, avoiding conflicts, and ensuring compliance with campus-wide policies.

Room Scheduling: Oversees daily schedule of all CS Division teaching and conference rooms. Trains staff and/or student employees to fill one-time room requests and serves as primary back-up as needed. Responsible for training staff on system for times when additional backup is needed.

10%

Supervision & Management: Responsible for providing leadership and mentorship to team members to promote collaborative efforts.

Establishes, delegates, oversees assignments and general workflow for the team (direct report) for quality and quantity of work and to meet operational objectives.

Participates in the selection, development, and evaluation of staff to ensure the efficient operation of the space and facilities related functions. Trains staff and creates an effective teamwork environment.

Responsible for hiring decisions, interviewing candidates and either making selection decisions or recommending individuals for hire.

Provides guidance on performance standards and University procedures. Develops performance plans

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and evaluates performance, including providing feedback and coaching. Makes recommendations for employee incentive awards and salary increase, including merits and reclassifications

5%

Professional Development: Maintains and updates working knowledge of College and campus student affairs issues by taking appropriate classes, attending campus-wide Student Affairs meetings and networking with peers. Keeps abreast of national trends related to advising support as well as best practices in student affairs administration.

Required Qualifications

- Advanced knowledge of advising and counseling techniques.
- 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.
- Skills in monitoring/assessing people, processes or services, to make improvements.
- Skills in project management, social perceptiveness to be aware of others' reactions and understanding why they react as they do.
- Ability in problem identification, reasoning, ability to develop original ideas to solve problems, persuasion, leadership.
- In-depth knowledge of the field's post-degree employment opportunities and practices.
- Interpersonal skills. Multicultural competencies; ability to work with diverse populations.
- Proven ability to create and maintain effective working relationships with faculty, staff and students.
- Ability to work as a team member.
- Excellent verbal and written skills.
- Strong working knowledge of departmental and college policies and procedures for undergraduate matters.
- 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

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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 \$72,600 - \$100,800.

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 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 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

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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