

Writing Program Coordinator (4549C), Student Learning
Center - 80748
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261833>

Downloaded On: Aug. 29, 2025 8:53pm

Posted Aug. 29, 2025, set to expire Jun. 30, 2026

Job Title	Writing Program Coordinator (4549C), Student Learning Center - 80748
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 29, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Educational Services
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Job Description

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Writing Program Coordinator (4549C), Student Learning Center - 80748

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 Student Learning Center (SLC) is UC Berkeley's primary hub for undergraduate academic support. Founded in 1973, the Center was established to serve emerging student populations as they navigated the academic demands of the university. Today, the SLC serves the full spectrum of Berkeley undergraduates, supporting more than 12,000 students each year-nearly one-third of the undergraduate population.

Our pedagogy is process-oriented, research-informed, and culturally responsive. We view learning not as the transfer of information, but as an active process of discovery and growth. At the heart of our work is peer pedagogy: students advance their academic performance by learning with and from one another, while also cultivating the agency, confidence, and relationships that extend far beyond their time at Berkeley.

By fostering spaces that center collaboration, innovation, and academic belonging, the SLC enriches the undergraduate experience and sustains Berkeley's distinction as one of the nation's leading public universities.

Core Values

- Deliver service with integrity.
- Approach learning as a process, not a product.
- Create innovative pedagogy and practices that optimize student learning.
- Operate from a student-centered framework.
- Respect diverse ways of knowing and learning.

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Key Highlights

- Founded in 1973 and is today the primary academic support unit for UC Berkeley.
- Serves over 12,000 undergraduates annually, approximately 30% of the undergraduate student population.
- Employs 24 professional staff with disciplinary expertise and 200+ trained undergraduate tutors
- Serves as the liaison between the Academic Senate and the DeCal program, a partnership that adds over 300 courses per year to Berkeley's curriculum.
- Manages Berkeley's Summer Bridge Program.

Position Summary

Writing Program Coordinator supports undergraduate writers at UC Berkeley by coordinating and delivering academic writing services through the Student Learning Center. The position provides direct support to students across disciplines and levels, and assists in training and supervising peer writing tutors. Working under the guidance of the Writing Program Director(s), the Coordinator helps foster a culture of inclusive, student-centered learning while supporting the program's daily operations.

Application Review Date

The First Review Date for this job is: 09/09/2025.

Responsibilities

- Provide direct writing support to undergraduates through one-on-one and small-group tutoring, workshops, writing circles, and study sessions.
- Support students in developing clarity, structure, argumentation, and confidence in their writing across disciplines.
- Assist in the training, mentoring, and supervision of peer writing tutors.
- Co-facilitate tutor pedagogy seminars, provide feedback on tutoring practices, and contribute to a reflective, collaborative training culture.
- Coordinate daily program operations, including tutor scheduling, student outreach and intake, data tracking, and web content updates.
- Maintain familiarity with campus writing requirements and curricula (e.g., Reading & Composition, College Writing, Writing Across the Curriculum), and help align services accordingly.
- Collaborate with Writing Program staff, faculty partners, and SLC colleagues to enhance academic writing support and respond to evolving student needs.

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- Serve on Center-wide projects, meetings, and committees that advance the SLC's mission and operational excellence.

Required Qualifications

- Understanding of college-level writing convention, rhetorical awareness, and writing as a process.
- Ability to support student writers in a range of academic disciplines, with attention to audience, voice, structure, and revision strategies.
- Experience in peer-led learning models; ability to help guide and support peer writing tutors in their professional development.
- Strong communication and interpersonal skills, including the ability to provide effective feedback and create supportive, inclusive learning environments.
- Organizational skills and attention to detail; ability to manage daily logistics, respond to student inquiries, and maintain accurate records.
- Ability to give, receive, and apply feedback thoughtfully as part of a collaborative, growth-focused learning and training environment.
- Collaborative mindset and the ability to contribute constructively to a team-based work culture.
- Skilled in facilitating discussion and delivering information in group settings, adapting communication style to meet student needs.
- Proficiency with and/or can quickly learn digital platforms, including Google Workspace, CalTime, CalCentral, bCourses, Zoom, and Slack.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Master'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

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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 hourly range that the University reasonably expects to pay for this position is \$30.17 - \$41.04.

- This is a non-exempt, biweekly-paid position.

How to Apply

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

Other Information

This position will be governed by the terms and conditions in the agreement for the Student Services Advising Professionals, represented by the UAW.

- This is not a visa opportunity.
- This position is eligible for up to 10% 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.

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

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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.

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.

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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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