

Program Coordinator (4549C), Student Learning Center -  
81671  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263699>

Downloaded On: Oct. 10, 2025 12:37am

Posted Oct. 9, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	Program Coordinator (4549C), Student Learning Center - 81671
<b>Department</b>	Student Learning Center
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Oct. 9, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Educational Services
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**Job Description**

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**Program Coordinator (4549C), Student Learning Center - 81671**

**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, serving more than 12,000 students each year. Founded in 1973 to meet the needs of emerging student populations, the SLC has evolved into a culturally diverse learning organization dedicated to fostering academic excellence and belonging for all students. Grounded in a process-oriented, research-informed, and culturally responsive pedagogy, the SLC views learning as an active process of discovery and growth. Through programs such as tutoring, study groups, course adjuncts, academic coaching, workshops, research skills seminars, and cultural and wellness initiatives, the SLC advances a peer-based model of learning that builds agency, confidence, and connection. By centering 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. Key Highlights
- Founded in 1973 and is today the primary academic support unit for UC Berkeley.
- Serves over 10,000+ undergraduates annually, approximately 30% of the undergraduate student population.
- Employs 24 professional staff with disciplinary expertise, 300+ trained undergraduate tutors, and 10 graduate student instructors.
- 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.

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- Manages Berkeley's Summer Bridge Program, a rigorous six-week academic residential program for entering freshmen.

### Position Summary

This position supports the daily operations of the Summer Bridge Program, including academic outreach, course enrollment, peer staff training and supervision, event planning, and program maintenance.

### Application Review Date

The First Review Date for this job is: 10/21/2025.

### Responsibilities

- Provides general support to incoming participants in transitioning to the research university and navigating first semester issues.
- Coordinates program outreach efforts, including tabling at first-year recruitment events, conducting virtual and in-person information sessions, managing program text and email campaigns, etc.
- Trains and supervises a peer staff of 8-10 to support program outreach efforts; mentors them to enhance their disciplinary and professional trajectories.
- Supports course placement and enrollment for up to 400 students.
- Establishes and maintains partnerships with organization departments and units.
- Assesses academic and extracurricular needs of students; refers students to specific student programs such as the disabled student program, financial aid, college/departmental advisors.
- Serve on center wide committees to support the overall administrative and operational needs of the Center.

### Required Qualifications

- Knowledge of a variety of learning styles, affective, academic, and socio-cultural issues in shaping the learning experiences of undergraduate learners.
- Knowledge of cultural and academic demands at a research university or similar institution.
- Knowledge of transitional issues affecting first-year students at a research university or similar institution.
- Knowledge of K-12 experiences and how they impact the learning experiences of college students.

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- Knowledge of academic support and critical learning center praxis.
- Skills in supervising and mentoring undergraduates.
- Skills in professional judgment and decision-making.
- Skills in event planning and problem solving.
- Demonstrated ability to work effectively and collaborate with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds.
- Oral and written communication skills; and presentation skills.
- Ability to communicate information in small and large group settings.
- Proficient computer skills including databases, word processing, spreadsheets, and web- based systems.
- 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 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 \$33.52 - \$38.31.

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

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## 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.

## 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 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 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](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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