

Special Programs Enrollment Manager (4575C) - EECS University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263902>

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Posted Oct. 14, 2025, set to expire Jun. 30, 2026

Job Title	Special Programs Enrollment Manager (4575C) - EECS
Department	Electrical Engineering and Computer Sciences
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 14, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Counseling Services Educational Services
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Job Description

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Special Programs Enrollment Manager (4575C) - EECS

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

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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, 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

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Dai Hall. EECS also has a significant technical staff support structure to provide support for research and instructional laboratories and fabrication facilities.

Under the direction of the CS Enrollment and Scheduling Manager and working closely with the EECS and CS Scheduling and Enrollment Management faculty officers, this position involves overseeing and executing all special student enrollments for electrical engineering and computer science courses at the undergraduate and graduate levels. This includes management of course waitlists and enrollments as is consistent with the EECS department's enrollment policies. This position also assist with the daily schedule of CS Division's teaching and conference rooms, and execute room requests from various parties. The Special Programs Enrollment Manager also serves as the backup to the departmental schedulers when needed.

Application Review Date

The First Review Date for this job is: October 23, 2025 - Open Until Filled

Responsibilities

- Enrollment and Scheduling Management: Coordinates closely with the EECS Course Scheduler and Enrollment Managers, MSO and Department Chair, faculty and other departments, to ensure students' progress through course sequences, avoiding conflicts, and ensuring compliance with campus-wide policies.
- Executes enrollment policies by processing waitlists and answering student queries regarding enrollment questions and issues. 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 manager 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.
- Advises and recommends new enrollment policies to faculty in order to ensure clarity and consistency in enrollment planning. Communicates policy broadly to students using webpages, social media and advising. Manages student enrollment for efficient use of classroom space and resources, and ensures students are enrolled based upon established priorities. Sets up enrollment limits, seat reservations, and other course restrictions.
- Serves as backup to the CS and EE (departmental) schedulers when needed.
- Room Scheduling: Work closely with schedulers to maintain daily schedule of all CS Division teaching and conference rooms. Manage out-of-class midterm room requests and departmental

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room policy.

- COCI Proposal Coordination: Creation and modification of course proposals in CCMS and serve as the main contact for Academic Senate, department leadership, and faculty. Coordination of course materials for COCI submission. Provide guidance on course policy when needed.
- Special Student Programs Oversight: Within an academic department/school/college serves as the point person in analyzing concurrent enrollment options including special and international revenue-generating programs (such as GLOBE, BGA and UC Extension) for the department. Works with Department leadership, College, UC Extension and campus partners to improve relevant business processes. Collects, analyzes, and provides statistics on enrollment trends to department management.
- Advises faculty on departmental/school/college and university policies and procedures. Coordinates with faculty instructors to expand select classes as necessary. Advises prospective and current students in Special Student Programs on course selection, troubleshooting issues as needed. May make recommendations for the improvement of enrollment management of Masters of Engineering and other special programs in both divisions (EECS and Computer Science).
- Recruitment and Admissions: May coordinate outreach with specifically targeted institutions; may advise prospective applicants on necessary academic preparation; appropriateness of program as it pertains to the prospective applicant's goals; utilizing in-depth knowledge of the organization's enrollment criteria, screens applicants for course enrollment; evaluates domestic and international transcripts for course eligibility; assists with student recruitment visits to Berkeley.
- DeCal program management: Coordinate DeCal proposals for the department and serve as the main contact. Provide guidance and resources to students and faculty about the process. Collect proposals and submit them to COCI.
- Events: Assist with planning and implementing complex, high-visibility student events, such as commencement and student awards.
- Professional Development: Maintain and update working knowledge of College and campus student affairs issues by taking appropriate classes, attending campus-wide Student Affairs meetings and networking with peers. Keep abreast of national trends related to advising support as well as best practices in student affairs administration.

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Working knowledge of advising and counseling techniques.
- Knowledge of University-specific computer application programs (including the SIS scheduling and enrollment system) and knowledge of University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.

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- Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
- Advanced ability in problem identification, reasoning, analysis to identify trends.
- Ability to develop original ideas to solve problems.
- Strong interpersonal skills. Multicultural competencies; ability to work with diverse populations.
- Strong working knowledge of departmental and college policies and procedures for undergraduate matters.

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 \$63,000 to \$85,700 yearly (\$5,250 to \$7,141.67 monthly; the full salary range for this position is \$63,000 to \$108,400 yearly. This is a 100% FTE career position eligible for full benefits. This position is FLSA Exempt and paid monthly.

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

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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

University of California, Berkeley

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