

**Program Coordinator (4575C) 81968**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=264282>

Downloaded On: Dec. 11, 2025 7:08am

Posted Oct. 23, 2025, set to expire Jun. 30, 2026

**Job Title** Program Coordinator (4575C) 81968  
**Department** Summer Sessions, Study Abroad & Lifelong Learning  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Oct. 23, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Coordinator  
Professional Staff

**Academic Field(s)** Counseling Services  
Student Services

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**Apply By Email**

**Job Description**

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**Program Coordinator (4575C) 81968**

**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

Summer Sessions, Study Abroad & Lifelong Learning (SSALL) is a vibrant and dynamic organization that enables more than 15,000 visiting, UC and potential Cal students; parents, faculty, academic units, international business partners, and central campus service providers participate in providing more than 600 summer courses, study abroad experiences, global internships, and year-around program or courses, lectures, special events and interest circles for older adults.

SSALL is committed to offering quality, innovative learning experiences through open enrollment to a diverse audience of world-wide learners, while supporting the campus missions and commitments to its stakeholders.

### Application Review Date

The First Review Date for this job is November 3, 2025

### Responsibilities

- Apply full range of student support services to students pursuing the Pre-College Scholars program including Residential, Virtual, Commuter, and Non-credit tracks. Provide on-going advising to prospective and matriculated students, families, and legal guardians and effectively manage a high volume of inquiries from prospective and matriculated students as well as campus and new partners. Advise Program Manager & Director on university and program-specific policies and procedures as well as program development, administration, and general logistics.

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- Develop and maintain program literature and resources, including program website and knowledge base, and maintain external and on-going communication to various constituents. Create, update, and maintain student database across all program tracks and provide data insights and analysis when needed.
- Plan, implement and participate in virtual, local, domestic, and other outreach events and recruitment opportunities primarily across the Bay Area and in Northern California as well as hosting and facilitating in-person and online outreach events, such as information sessions. Plan and implement student programming, events and orientations aimed at equipping high school students with the knowledge to succeed during the course of the program.
- Support the admissions process, review applications and make admissions decisions based on program requirements. Maintain confidential conduct records as defined by FERPA, Clery, Title IX, and other regulations
- Support seasonal residential staffing throughout the interviewing and hiring process
- Participate in professional staff on-call coverage & duty schedule rotation. The on-call roll for after-hours emergency response may require providing support and guidance to those impacted or in first line of response roles. Assist in the recruitment hiring, and training process of seasonal staff including program assistants, program ambassadors, and residential staff.
- Evaluate short-term and long-term success of programs and make recommendations to changes in policy, practice, and procedure accordingly.
- Resolve student services related issues and grievances during and after the course of the program, including emergencies and crisis response by being the first point of contact for students and their legal guardians, care-givers and families. Address students' accommodation needs both physical and intellectual.
- Coordinating administrative and operational tasks including but not limited to making purchases, invoice and vendor payments, expense pre-approvals, and reimbursements.

**Required Qualifications**

- Working knowledge of advising and counseling techniques
- Skills in judgment and decision making, problem identification, problem-solving, reasoning
- Interpersonal skills and multicultural competencies; ability to work with diverse populations, including domestic & international high school students
- Effective verbal, written and cross-cultural communication skills
- Strong customer service orientation
- Ability to multitask and prioritize tasks
- Knowledge of general university rules, regulations, policies and procedures
- Knowledge of student systems and enrollment databases
- Strong organizational skills and attention to detail

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- Experience with event planning and coordination
- Occasional domestic overnight travel may be required
- Well-versed in public speaking and making presentations to groups
- Bachelor's degree in related area and / or equivalent experience / training

**Preferred Qualifications**

- Direct experience working with high school students
- Experience with program promotion and outreach
- Skills at creating social media pages
- Excellent editing and writing skills
- Knowledge of UC Berkeley campus systems and processes or demonstrated ability to learn such systems.
- Master's degree in Education, Psychology, or related field

**Salary & Benefits**

This is a full-time career position.

This position is eligible for full UC 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 range that the University reasonably expects to pay for this position is \$66,000-\$76,000 annually.

**Other Information**

- This position will be governed by the terms and conditions in the agreement for the Student

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Services Advising Professionals, represented by the UAW.

- This is not a visa opportunity.

### How to Apply

To apply, please submit your resume and cover letter.

### 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.

### Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

### 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

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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](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

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applying for or inquiring about this job announcement.

**Contact**

N/A

University of California, Berkeley

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