

Academic Programs Coordinator (4535U), CEP Early  
Academic Outreach Program - 63762  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=229289>

Downloaded On: May. 9, 2024 9:11am

Posted Jan. 22, 2024, set to expire Jun. 30, 2024

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| <b>Job Title</b>            | Academic Programs Coordinator (4535U), CEP Early<br>Academic Outreach Program - 63762 |
| <b>Department</b>           | Center for Educational Partnerships   |
| <b>Institution</b>          | University of California, Berkeley<br>Berkeley, California                            |
| <b>Date Posted</b>          | Jan. 22, 2024   |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Coordinator<br>Professional Staff   |
| <b>Academic Field(s)</b>    | Educational Services  |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/4951075">https://apptrkr.com/4951075</a>                 |
| <b>Apply By Email</b>       |   |

**Job Description**

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**Academic Programs Coordinator (4535U), CEP Early Academic Outreach Program - 63762**

**About Berkeley**

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and 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 staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](https://grow.berkeley.edu).

## Departmental Overview

The Center for Educational Partnerships (CEP) is the primary department on the UC Berkeley campus charged with developing and implementing programs and strategies to improve academic preparation, expand educational opportunities, and ensure access to higher education for low-income and educationally disadvantaged students. Working in partnership with local schools and communities, CEP improves academic achievement and expands post-secondary educational opportunities for students who face significant barriers to college.

The Early Academic Outreach Program (EAOP), is one of twelve programs in the Center for Educational Partnerships and is a University of California-sponsored program that prepares students from under-resourced communities for admission to the University of California and other colleges and universities. This mission is accomplished by offering academic enrichment opportunities, providing timely college preparation information, and advising and supporting our students, families, schools, and

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communities. Services offered include academic enrichment summer academies, academic advising, and information dissemination to students, schools, and families on the educational and social benefits of post-secondary education.

Destination College Advising Corps (DCAC) is a University of California-sponsored program within CEP that prepares high school students from under-resourced communities for admission to the University of California and other colleges and universities. Through the work of College Advising Fellows, DCAC completes its mission by offering intensive college access services, providing timely college preparation information and advising, and supporting our students, families, schools and communities. Services offered include academic advising, whole school events and activities, and information dissemination to students, schools, and families on the educational and social benefits of post-secondary education throughout California.

### **Application Review Date**

The First Review Date for this job is: February 2, 2024

### **Responsibilities**

#### **[ACADEMIC ENRICHMENT PROGRAM MANAGEMENT]**

- Assists the Director and the Associate Director in developing and administering academic enrichment programs.
- In consultation with the Office Manager; coordinates faculty and staff requests for transportation, classroom/program supplies, curriculum materials, AV equipment, and classroom/meeting space.
- Coordinates evening and weekend staffing of on-campus and non- Berkeley sites for academic enrichment programs.
- Tracks budget for classes, classroom/program supplies, and curriculum materials.
- In collaboration with the Associate Director and other staff, coordinates academic enrichment activities, including orientations, diagnostic tests, trainings, and closing ceremonies, and works with campus and community partners to arrange for meals and secure campus space.
- Lead, plan, and organize campus tours for EAOP students.

#### **[PROGRAM DEVELOPMENT]**

- Provides support for the design and implementation of college preparation services and culture to a district and/or region, such as training K-14 school district faculty and staff.

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- Provide guidance and support on strategical planning with college adviser fellows to execute school wide events and meeting KPIs.
- Assists in recruitment, selection, and training of College Adviser Fellows.
- Provides training, professional development, and guidance for College Adviser Fellows.
- Makes recommendations and provides feedback on College Adviser Fellow and Program Coordinator performance.
- Evaluates and makes recommendations for the training program.
- Designs and implements region-specific training and team meetings.
- Attend district or community meetings with Assistant Director.

[TEAM LEAD]

- Supports the Associate Director with recruiting, selecting, training, and leading tutors for summer academic programs.
- Leads program assistants, interns, and other support staff for summer academic programs; provides pre-employment and in-service training of program assistants and interns.
- Monitors the work hours of all program assistants and tutors for supervisory and budget control purposes.
- Makes recommendations and provides feedback on College Adviser Fellow performance.
- Evaluates and makes recommendations for the training program.
- Supports in designing and implementing region-specific training and team meetings.

[COMMUNICATION AND REPORTING]

- Organizes meetings with College Adviser Fellows and school site personnel and/or service providers regarding major whole school/district/regional efforts.
- Prepares and disseminates reports on academic enrichment programs and projects to the EAOP/DCAC Co-Director and the Associate Director.
- Maintains program records, including program calendars, lesson plans and site contacts.
- Maintains timely collection and analysis of data.
- Completes required reports.
- Reports to the Associate Director on a regular basis, providing details of EAOP activities including academic enrichment, curriculum development, and budget.
- Communicates with students and families regarding relevant program updates.
- Represents EAOP in campus and community committees, meetings, and special events as requested by EAOP/DCAC Co-Director and Associate Director.

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## OTHER DUTIES

- Other duties as assigned.

## Required Qualifications

- Advanced knowledge and experience working with educational equity programs serving a diverse student population and supporting educationally underserved students regarding postsecondary opportunities.
- Knowledge of up-to-date information on K-12 and higher education policies and issues.
- Ability to assess their impact on program strategies.
- Detailed knowledge of California high school curriculum.
- Knowledge of K-12 and higher education institutions (UC, CSU, CC, etc.), admissions and financial aid requirements, and the ability to interpret policies and procedures for youth, parents, and school representatives.
- Advanced knowledge of youth and adolescent development theory, including issues facing low-income, first-generation urban youth.
- Demonstrated cultural competency with respect to race, ethnicity, and socioeconomic status.
- Ability to plan and implement large academic and cocurricular programs.
- Experience and knowledge in coordinating and providing tutoring and assessment.
- Strong communication (verbal and written) and interpersonal skills.
- Ability to read and analyze student transcripts.
- Highly organized, self-starter, able to problem-solve independently.
- Advanced knowledge of productivity suites including Microsoft Office, Google Suites, and Adobe products.
- Ability to learn and implement skills and knowledge developed through program training.

## Education/Training:

- Bachelor's degree in related area and / or equivalent experience / training.

## Salary & Benefits

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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 \$70,000.00 - \$80,400.00.

- This is a 24-month, 100%, full-time (40 hours per week), contract position that is eligible for full UC benefits with the possibility of extension.
- This position is exempt and paid monthly.

## How to Apply

To apply, please submit your resume and cover letter.

## 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.

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### **Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

### **To apply, visit**

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

### **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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