

Program Manager (4575U), Berkeley Public Health -
66647
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=233436>

Downloaded On: May. 9, 2024 7:33am

Posted Mar. 25, 2024, set to expire Jun. 30, 2024

Job Title	Program Manager (4575U), Berkeley Public Health - 66647
Department	Berkeley Public Health
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 25, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Student Services Counseling Services
Apply Online Here	https://apptrkr.com/5129101

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Job Description

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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.

Departmental Overview

Berkeley Public Health (BPH) aims to improve population health, especially for the most vulnerable, through interdisciplinary collaborations, preeminent education, and transformational research. Established in 1943, BPH is a professional school on the UC Berkeley campus that comprises six academic divisions and nearly 30 research centers and programs. Our department's values include social justice, health as a right, challenging conventional thought, embracing diversity, and creating meaningful impact. We honor our principles of community by centering and valuing everyone in our community; prioritizing prevention while remaining grounded in social justice; promoting safety and respect; practicing self-care and kindness; and remaining optimistic, hopeful, and committed to change. Learn more at: publichealth.berkeley.edu.

The online MPH, now in its 12th year, has grown from eight students its first year to 260+ students today. The program has also grown from an interdisciplinary program to now provide students with 3

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choices for program concentration: health policy and management (approved 2017), epidemiology and biostatistics (approved 2020) and public health nutrition (approved 2021). Given the pace of this program with two admission cycles per year, two new cohorts enrolled, onboarded and starting each year, two annual campus visits for the first and second-year students, respectively, the program has grown to a level where additional student services and advising support is needed, primarily focused on supporting online students in their journey and experience with UC Berkeley's online MPH program(s) for the Epidemiology and Biostatistics concentration and Health Policy and Management.

Application Review Date

The First Review Date for this job is: Friday, April 5, 2024

Responsibilities

Academic Advising:

- Report to the Director of Online Student Services & Advising and support Concentration faculty leads.
- Manage a portfolio of online MPH students.
- Advise students and faculty on program requirements, procedures, problems and administrative issues for degree/program completion.
- Identify students with progression problems and recommends interventions to the Director of Online Student Services & Advising.
- Provide support to students to map out academic curricula including making recommendations on courses and liaising with Graduate Certificate coordinator (if applicable) with help from the Academic Director and Faculty Advisors if necessary.
- Academic Progress: Monitor students' academic progress and counsel and assist with retention efforts and degree check-out.
- Act as the primary contact for the assigned concentrations, triaging and processing student requests for course withdrawals, course swaps and/or additional course enrollments.
- Coordinate with the SIS/Registrar's Office accordingly.
- Identify students who are not making good academic progress and report back to the Director of Online Student Services & Advising and Academic Director for interventions.
- Coordinate with students who withdrew from the program in order to make arrangements for their re-enrollment requests.
- Advise students on GPA requirements, academic probation, and guide students on how to come out of academic hardship where necessary.

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Enrollment:

- Ensure that program students are properly enrolled and registered and that their fees are paid and blocks are cleared.
- Manage waitlists, update rosters and inform faculty/instructors/program administration on new cohorts during the academic year.
- Advise students on enrollment policies & procedures, grading options (e.g., Incomplete), and process add/drops.
- Within the School of Public Health, make recommendations for the improvement of the student experience online.
- Work with faculty and the various Faculty Academic Advisor(s) to support our student population.

Concentration Leadership:

- Work closely with the Faculty Leads of the Epidemiology & Biostatistics and Health Policy and Management Concentrations and provide student services input about concentration requirements, graduate certificates and online courses in assigned areas.
- Help identify student concerns with existing courses or certificates and coordinate with the Faculty Lead, course Faculty and instructional design team in addressing them.
- Ensure that program policies, as written, are student-centered and align with real world cases.
- Make recommendations for policy language updates and student services process improvements to the Director of Online Student Services & Advising.

Records Management:

- Coordinate with the Office of the Registrar for resolving student grade issues and replace incomplete grades with letter grades.
- Maintain accurate records of each student's course completions, final grades.

Event Planning:

- Collaborate with other student services staff, Dean's Office and faculty to plan and implement complex, high-visibility student events, including new graduate student orientations; on campus summer visits, academic success strategies; and student life engagement/enrichment programs with a focus on equity, inclusion and belonging.

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Professional Development:

- Represent OOMPH in bi-weekly Student Services & Student Affairs Resource Group and monthly Graduate Division GSAO monthly meetings.
- Participate in workshops, training, conferences, meetings, and other professional development activities.
- Complete other duties, as assigned.

Required Qualifications

- Working knowledge of graduate and professional degree student advising and counseling techniques.
- Knowledge of academic program development and operational management in higher education settings or related settings.
- Familiarity with higher education systems, policies and organizational structure
- Skills in judgment and decision-making, problem solving, identifying measures of system performance, and performance improve.
- Solid service orientation and critical thinking skills, attention to detail, and ability to communicate effectively both verbally and in writing.
- Ability to develop original ideas to solve problems identification, reasoning.
- Demonstrated interpersonal skills and the ability to work effectively across the organization at all levels.
- High degree of emotional intelligence, political acumen, and the ability to build consensus among diverse populations (faculty, staff and students).
- Experience with multicultural competencies; demonstrated ability to work with diverse populations including graduate students, faculty, staff, and other stakeholders.
- Ability to comfortably work independently while managing relationships with external contributors and stakeholders (e.g. SPH, Grad Div., Alumni, etc.)
- Solid ability to use organizational skills to multitask in a high-volume environment and adapt to changing priorities.
- Demonstrated reliability including ability to meet deadlines and prioritize work independently.
- Knowledge of current digital instruction and online teaching practices.
- Knowledge of program development, data gathering, assessment, monitoring, evaluation, and reporting skills.
- Technical and digital literacy, including usage familiarity with Google suite, online meeting platforms (zoom), and community building apps
- Ability to maintain confidentiality, objectivity, sensitivity, discretion, professionalism, and exercise

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good judgment and tact.

Education/Training:

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

Preferred Qualifications

- Knowledge/experience in public health issues/education
- Knowledge of and/or ability to learn University-specific computer application programs (e.g. Campus Solutions, Cal Student Central, etc.) and principles/procedures involved in risk assessment and evaluating risks as to likelihood and consequences.

Education/Training:

- Master's degree in Public Health or 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 salary or hourly range that the University reasonably expects to pay for this position is \$68,500.00 - \$78,500.00. The full pay scale for this position classification (grade 19) is \$59,100.00 - \$101,700.00.

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- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.
- This is a hybrid position, eligible for up to 40% remote capability.

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.

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

Contact Information

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Please reference Academickeys in your cover letter when
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Contact

N/A

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