

Program Coordinator (4575U) Summer Sessions & Study  
Abroad - 66925  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=233676>

Downloaded On: May. 16, 2024 7:52pm

Posted Apr. 1, 2024, set to expire Jun. 30, 2024

<b>Job Title</b>	Program Coordinator (4575U) Summer Sessions & Study Abroad - 66925
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Apr. 1, 2024
<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 Counseling Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5139566">https://apptrkr.com/5139566</a>
<b>Apply By Email</b>	

**Job Description**

Image not found or type unknown



**Program Coordinator (4575U) Summer Sessions & Study Abroad - 66925**

**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.

Program Coordinator (4575U) Summer Sessions & Study  
Abroad - 66925  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=233676>

Downloaded On: May. 16, 2024 7:52pm

Posted Apr. 1, 2024, set to expire Jun. 30, 2024

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

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

Program Coordinator (4575U) Summer Sessions & Study  
Abroad - 66925  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=233676>

Downloaded On: May. 16, 2024 7:52pm

Posted Apr. 1, 2024, set to expire Jun. 30, 2024

The First Review Date for this job is: 4/11/2024

### Responsibilities

Based on the continued growth and expansion of the Pre-College Scholars program, the Program Coordinator is needed to support the execution and management of the program's operations. This position would work with the Program Manager and be responsible for applying advanced student services expertise and coordinator the academic, logistical, and administrative operations of the Pre-College Scholars program including Residential, Virtual, Commuter, and Non-Credit tracks.

- 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.
- 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.
- 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, caregivers and families. Address students' accommodation needs both physical and intellectual.

Program Coordinator (4575U) Summer Sessions & Study  
Abroad - 66925  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=233676>

Downloaded On: May. 16, 2024 7:52pm

Posted Apr. 1, 2024, set to expire Jun. 30, 2024

- 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, and 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.
- Experience with event planning and coordination.
- Occasional domestic overnight travel may be required.
- Well-versed in public speaking and making presentations to groups.

### Education and Training

- Bachelor's degree in a 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.
- Master's degree in Education, Psychology, or related field.
- Knowledge of UC Berkeley campus systems and processes or demonstrated ability to learn such systems.

### Salary & Benefits

Program Coordinator (4575U) Summer Sessions & Study  
Abroad - 66925  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=233676>

Downloaded On: May. 16, 2024 7:52pm

Posted Apr. 1, 2024, set to expire Jun. 30, 2024

- This is a 100% Career position with full benefits.
- Exempt and paid monthly.
- This is not a visa opportunity

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 \$59,100 - \$80,400 annually.

#### 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.

Program Coordinator (4575U) Summer Sessions & Study  
Abroad - 66925  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=233676>

Downloaded On: May. 16, 2024 7:52pm

Posted Apr. 1, 2024, set to expire Jun. 30, 2024

**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.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination 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

Program Coordinator (4575U) Summer Sessions & Study  
Abroad - 66925  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=233676>

Downloaded On: May. 16, 2024 7:52pm

Posted Apr. 1, 2024, set to expire Jun. 30, 2024

University of California, Berkeley

,