

Curriculum Planner (4523U) 67763
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234813>

Downloaded On: May. 17, 2024 10:39am

Posted Apr. 17, 2024, set to expire Jun. 30, 2024

Job Title Curriculum Planner (4523U) 67763
Department
Institution University of California, Berkeley
Berkeley, California

Date Posted Apr. 17, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Educational Services

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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.

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

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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

Biosciences Divisional Services (BDS) supports the Departments of Integrative Biology (IB) and Molecular and Cell Biology (MCB). The new Neuroscience (NEU) Department will be launching July 1, 2024 and will be administratively housed under BDS.

Currently, the IB and MCB departments form one of the largest academic research units at UC Berkeley. By several measures (including number of faculty and students, budget, and assigned square feet), these departments are larger than many UCB colleges and schools. BDS represents over 186 faculty FTE (including Adjuncts, Professors of the Graduate School, active emeriti and 15 HHMI professors); 225 post-doctoral fellows and other researchers; 375 graduate students; 74 department administrative staff members. Financial resources include approximately \$51M in annual extramural funding (which accounts for over half of the total sponsored research awards in the College of Letters & Science) and over \$46M other fund sources. The department has 1,800 declared undergraduate majors (the largest majors on the Berkeley campus) and a total annual enrollment in classes of ~20,000. Department personnel are currently housed in eight buildings located in three widely separated parts of the campus.

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Position Summary

The Curriculum Planner is involved in a wide range of curriculum related duties and responsibilities for the IB and MCB Departments. The incumbent provides support to the Department Chairs, Curriculum Committee, faculty, student services advisors, and departmental management in the areas of curriculum planning and course scheduling, undergraduate major requirements and related programs, and serves as a backup scheduler for the Neuroscience Department.

Application Review Date

The First Review Date for this job is: 04/30/2024.

Responsibilities

Curriculum Planning and Scheduling

- Oversees all administrative aspects associated with classroom scheduling, one-time room reservation requests, and course publicity.
- Coordinates this information with other department units as needed.
- Advises Curriculum Committee Chair and the Assistant Director and Director of Student Services on complex curricular issues and recommends courses of action when new courses and programs are introduced.
- Gathers enrollment trend data to project departmental need for Graduate Student Instructors and Readers in preparation for the annual Temporary Academic Support (TAS) budget submission.
- Gathers teaching intent information from faculty to plan the curriculum each year and enters the data into the TAS budget request.
- Maintains up to date information in the TAS budget forecast.
- Reviews the proper sequencing of courses for progression toward degree, courses taught in other departments, and other complicating factors, and makes recommendations for replacement courses.
- Coordinates the submission of requests to the Committee on Courses of Instruction (COCI) of the Academic Senate when the departments propose additions, changes, or withdrawals of courses.
- Ensures departmental course websites and Berkeley Academic Guide course catalog are updated accordingly.
- Devises solutions to classroom space and scheduling problems, considering the curriculum needs of students, the needs of faculty, and available options.
- Provides guidance to instructors on course technology, which includes CalCentral, bCourses, and Egrades.

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- Manages instructors' access in Campus Solutions and resolves CSIR Error Reports.
- Schedules student-facilitated courses (DeCals) each fall and spring semester.
- Serves as backup scheduler for the Neuroscience Department.

Enrollment

- Serves as the primary source of contact for enrollment support, providing assistance to both instructors and students regarding enrollment procedures, course restrictions, and related inquiries.
- Implements strategic enrollment management strategies, including setting enrollment limits, managing waitlists, and recommending enrollment policies to ensure efficient and equitable course access for students.
- Collaborate with faculty to recommend enrollment policies, ensuring clarity and consistency in enrollment planning across courses and departments.
- Coordinates concurrent enrollment applications, taking into account the space available in classrooms, course enrollment limits, and instructor feedback.

Evaluations

- Manages all administrative aspects associated with student evaluations (of faculty, lecturers, and graduate student instructors) and coordinates this information with other units and departments as needed.

Course Textbook Management

- Input textbook information to online textbook adoptions system, orders desk copies for instructors and GSIs, organizes textbook lending library, and submits course reserves to the campus library.

Professional Development

- Maintains and updates working knowledge of curriculum planning, scheduling and student services advising by participating in campus organizations, networking with peers, and attending required training.

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Other duties as assigned.

Required Qualifications

- Ability to analyze complex issues, think strategically, and produce innovative problem-solving strategies based on sound principles and judgment.
- Advanced ability in problem identification, reasoning, and analysis to identify trends.
- Advanced ability to find solutions to conflicting situations.
- Demonstrated initiative and organizational skills to meet competing deadlines and manage multiple activities and projects.
- Ability to maintain oversight as well as accuracy and careful attention to planning and detail.
- Demonstrated ability to work independently or as part of a team, organize work assignments, establish priorities, develop appropriate recommendations and solutions, and ensure completion of multiple projects to meet all deadlines.
- Ability to develop and maintain cooperative, effective working relationships with students, faculty and staff, including individuals from a wide variety of cultures and backgrounds.
- Advanced interpersonal skills to work with and gain trust from senior management, faculty, and students.
- Demonstrated customer service orientation, excellent customer service skills, and effective interpersonal and oral/written communication skills.
- Ability to maintain confidentiality and exercise a high degree of independent judgment, political acumen, common sense, tact, discretion, personal and professional integrity, and engender trust and good will both within the program and across campus units.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Knowledge of and/or can quickly learn the University's organizational structure and administrative policies and procedures, such as the Academic Senate's Committee on Courses of Instruction and the Office of the Registrar.
- Knowledge of and/or can quickly learn common University-specific computer application programs, including the Student Information Systems (SIS), Cal Central, Cal Answers, and the Class Schedule and Instructional Record (CSIR) system.
- Knowledge of and/or can quickly learn Berkeley's academic setting and its complex system of student services.
- Knowledge of and/or can quickly learn department, campus, and University policies, procedures, and directives.

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Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for 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 or hourly range that the University reasonably expects to pay for this position is \$65,000.00 - \$80,400.00.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.

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.

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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.

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

https://apptrkr.com/get_redirect.php?id=5187332&targetURL=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

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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