

**Student Services & Programs Coordinator (4574U) Job
67832 - Institute of Urban and Regional Development
(IURD) | College of Environmental Design (CED)
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=234840>

Downloaded On: May. 17, 2024 2:07pm

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

Job Title Student Services & Programs Coordinator (4574U)
Job 67832 - Institute of Urban and Regional
Development (IURD) | College of Environmental
Design (CED)

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)

Student Services

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Apply By Email

Job Description

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Development (IURD) | College of Environmental Design (CED)**

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

IURD is an interdisciplinary research and teaching institute within the College of Environmental Design. The Institute is focused on climate impacts and environmental justice, with a mission to address inclusion and injustice in the built environment. IURD sits within CED and houses three programs, two graduate - Master of Real Estate Development and Design (MRED+D) and the Master of Urban Design (MUD) - and one undergraduate major, Sustainable Environmental Design (SED), and runs an active research program with community and government partners.

The Student Services and Programs Coordinator is a critical position in the institute as it supports multiple functions and constituents. Work is done independently under leadership of the institute MSO, coordinating with program directors, CED faculty and staff, research partners, CED Dean's Office, Graduate Division, Office of the Registrar, COCI, CSS, visitors and vendors.

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In cooperation with the MRED+D Program Director and the MUD Faculty Director, the position supports the institute's graduate programs with academic advising, recruitment and admissions, financial aid, and is responsible for successful graduate and undergraduate course scheduling for fall, spring and summer terms, including space reservations and coordination of curriculum and faculty.

The incumbent is responsible for event planning and management for both the institute's academic and research programs, as well as general office administration. Additional duties may include coordination with CED Communications on the institute's website, social media, and advertising. Tasks may involve the handling of confidential information. The new hire provides support to institute and program directors, faculty and other institute and program staff.

****This is an in-person role****

Application Review Date

The First Review Date for this job is: 5/1/24 - Open Until Filled

Responsibilities

****This is an in-person role****

35% Student Services:

- Assists or directly advises unit graduate students, including in the MRED+D and MUD programs
- Coordinates unit Admissions.
- Coordinates graduate programs' onboarding/orientations.
- Reviews student progress and advises students on requirements for degree completion.
- Assists in the administration, evaluation and awarding of student fellowships, grants, scholarships and other prizes and awards.
- Processes DSAS and SIS awards and payments.
- Responsible for managing institute and program Prizes & Awards, including announcements, coordinating review of submissions, and implementation of awards.

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30% Program Assistance, Curriculum Coordination and Course Scheduling:

- Scheduler for unit courses, including MRED+D, MUD & SED, for all fall, spring and summer sessions.
- manages course enrollments, waitlists, and course restrictions; prepares the CSIR report.
- Maintains all course materials, i.e. course descriptions and syllabi; posts course descriptions for students on departmental bulletin board and ensures their posting on the web.
- Processes student petitions for schedule changes as requested.
- Maintains a multi-year teaching matrix, based on courses taught and faculty assignments.
- Serves as a liaison between the Committee on Courses of Instruction (COCI) of the Academic Senate and the Department.
- Manages the entire course approval process.
- Updates and edits all course changes in printed materials and online program statements.
- Schedules and attends Curriculum Committee meetings and maintains database of Curriculum Petitions.
- manages the submission and processing of grades; maintains final course reports for the Department.
- Advises faculty and students on University policies on grade changes; processes all grade changes.
- Acts as a liaison between the Office of the Registrar and the Department on all matters regarding grades.
- Responsible for management of course evaluations for the Department.

15% Event Management:

- Coordinates large, complex conferences/meetings/lecturers/symposia, including program commencements.
- Schedules the IURD Conference Room.
- Makes travel and hotel arrangements for institute and program visitors, which may include negotiating with hotels, etc., for the best logistical arrangements.
- Assists with administrative and logistical arrangements for conferences.
- Keeps institute and programs schedule of events; creates and makes announcements on events to institute, programs, college and alumni lists.
- Poster/program design and printing.

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15% Administrative Assistance.

- Prepares correspondence and other written materials.
- Edits and proofreads written materials for content consistency.
- Takes meeting minutes.
- Determines need for general office equipment and supplies.
- Update/review/revise website to better communicate organization's mission, requiring substantive knowledge of organization's goals and objectives.
- Serves as initial point of contact for visitors to the institute and programs.
- Oversees and ensures daily office operations run smoothly.
- Primary processing of reimbursements, purchase requests, including follow up with various central campus departments and disbursements.
- Serves as key coordinator.
- Manages the institute and programs calendars.
- Functions as gatekeeper.

5% Professional development, required trainings and other duties as assigned.

Required Qualifications

Knowledge of advising and counseling techniques.

- Knowledge of various computer application programs and pertinent databases, along with thorough knowledge in administrative procedures and processes including word processing, spreadsheet and database applications.
- Ability to multi-task; strong verbal and written communication skills. Skills in service orientation.
- Interpersonal skills. Multicultural competencies; ability to work with diverse populations.
- Excellent organizational skills including previous experience with small and large scale event planning.
- Skills in judgment, problem-solving and critical thinking skills that lead to effective decision-making and problem recognition/avoidance/resolution.
- Ability to work both independently and as part of a team
- Basic knowledge of student immigration and visa processes pertaining to international students and scholars.

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- Knowledge of University processes and procedures.
- Understanding of University rules and regulations.
- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Knowledge of University-specific computer application programs.

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 \$30.53 - \$35.01.

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

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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 [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

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

Contact

N/A

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