

Assistant/Associate Coordinator of Public Programs-  
Online BSE  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242945>

Downloaded On: Aug. 14, 2024 3:24pm

Posted Aug. 9, 2024, set to expire Dec. 7, 2024

<b>Job Title</b>	Assistant/Associate Coordinator of Public Programs- Online BSE
<b>Department</b>	
<b>Institution</b>	University of California Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 9, 2024
<b>Application Deadline</b>	08/07/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Elementary Education
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5507048">https://apptrkr.com/5507048</a>
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<b>Job Description</b>	

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**Assistant/Associate Coordinator of Public Programs- Online BSE**

**Position overview**

**Salary range:** The UC academic salary scales set the minimum pay determined by rank and step at appointment. See the following table(s) for the current salary scale(s) for this position: [[https://www.ucop.edu/academic-personnel-programs/\\_files/2024-25/july-2024-scales/t30-b.pdf](https://www.ucop.edu/academic-personnel-programs/_files/2024-25/july-2024-scales/t30-b.pdf)]. A reasonable estimate for this position is \$84,700 to \$106,800.

**Percent time:** 100% FTE



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**Anticipated start:** September 1, 2024

**Position duration:** Initial appointment will be for one year with potential for reappointment based on meritorious performance, program needs and funding availability.

**Application Window**

**Open date:** August 8, 2024

**Next review date:** Thursday, Aug 22, 2024 at 11:59pm (Pacific Time)

Apply by this date to ensure full consideration by the committee.

**Final date:** Thursday, Aug 7, 2025 at 11:59pm (Pacific Time)

Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

**Position description**

Online @ BSE is a teaching and research hub within UC Berkeley School of Education that creates online and hybrid opportunities for teaching and learning that centers access, inclusion, and innovation and promotes the training of equity-driven researchers, teachers, and leaders.

The Assistant/Associate Coordinator of Public Programs will be integral to our mission of transforming instruction and learning through technology. This role involves developing and implementing innovative, inclusive educational programs that cater to a diverse range of learners, from preschool children to in-service teachers. The Coordinator will ensure that our offerings are equitable, accessible, and effectively integrate high-tech solutions to enhance learning outcomes.

The Coordinator will, under the supervision of the Faculty Director, direct the professional learning initiatives of the Online @ BSE at the Berkeley School of Education. This role serves as a pivotal educational leader dedicated to developing and overseeing innovative projects that enhance the professional growth of practicing education professionals-from teacher leaders to system leaders. Key responsibilities include building and sustaining relationships with school district and industry partners, leading research and development efforts to establish a robust infrastructure for innovative online and hybrid adult learning programs and furthering the mission of the Berkeley School of Education as a hub of innovation in teaching and learning.

Coordinators will be responsible for operational oversight of professional and operational staff, graduate students, and undergraduate students to implement outreach activities, and will work closely

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with other program staff in delivering high quality services to eligible program participants. Their duties may include but are not limited to:

- Supervision of the Development and Promotion of Inclusive Educational Content: Ensuring high-quality educational materials are accessible for all learners through robust and flexible remote instruction methods.
- Leading the Enhancement Learning Experiences: Managing the integration of synchronous and asynchronous learning opportunities using our state-of-the-art Virtual Classroom. This includes fostering engagement and building a social presence among learners.
- Supporting Professional Development: Applying advanced technologies to train educators in critical areas such as pre-K education, dual-language programs, and art education, ensuring impactful and efficient learning experiences.
- Supporting Online and Hybrid Learning Initiatives: Assisting in the design and creation of innovative online and hybrid courses and certification programs, particularly for Early Childhood Education, Expanded Learning educators, and Educational Technology professionals.
- Research and Innovation: Collaboration with faculty and graduate students to develop, teach, and evaluate new approaches in online/hybrid pedagogy, contributing to continuous improvement and innovation in educational practices.

**School:** <https://bse.berkeley.edu/>

**Program:** <https://onlineatbse.berkeley.edu/home>

### **Qualifications**

**Basic qualifications** (required at time of application)

- Bachelor's Degree or equivalent international degree.

**Additional qualifications** (required at time of start)

- Four or more years experience leading research and development focused on adult and/or higher education learning.
- Experience supervising research and development teams.
- Experience with human-computer interaction (HCI) design, or comparable experience.

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### Preferred qualifications

- Masters or PhD degree or equivalent international degree.

### Application Requirements

#### Document requirements

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter
- Statement of Research (Optional)
- Statement of Teaching (Optional)
- Statement on Contributions to Advancing Diversity, Equity, and Inclusion - Statement on your contributions to diversity, equity, and inclusion, including information about your understanding of these topics, your record of activities to date, and your specific plans and goals for advancing equity and inclusion if hired at Berkeley. [More Information and guidelines.](#)

#### Reference requirements

- 3 required (contact information only)

Please provide the name and contact information only for three references.

Apply link: <https://aprecruit.berkeley.edu/JPF04506>

Help contact: [bse\\_academicpersonnel@berkeley.edu](mailto:bse_academicpersonnel@berkeley.edu)

### About UC Berkeley

UC Berkeley is committed to diversity, equity, inclusion, and belonging. The excellence of the institution requires an environment in which the diverse community of faculty, students, and staff are welcome and included. Successful candidates will demonstrate knowledge and skill related to ensuring



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equity and inclusion in the activities of their academic position (e.g., teaching, research, and service, as applicable).

The University of California, Berkeley 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, age, or protected veteran status.

Please refer to the [University of California's Affirmative Action Policy](#) and the [University of California's Anti-Discrimination Policy](#).

In searches when letters of reference are required all letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the [UC Berkeley statement of confidentiality](#) prior to submitting their letter.

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

**Job location**

Berkeley, CA

To apply, visit <https://aprecruit.berkeley.edu/JPF04506>

**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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