

Classroom Assistant, Early Childhood Education (4127U)  
77603  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255667>

Downloaded On: Apr. 19, 2025 2:36pm

Posted Apr. 15, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Classroom Assistant, Early Childhood Education (4127U) 77603
<b>Department</b>	Early Childhood Education
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Apr. 15, 2025
<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>	Childhood/Youth Education
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6141269">https://apptrkr.com/6141269</a>

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**Job Description**

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**Classroom Assistant, Early Childhood Education (4127U) 77603**

**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

### Departmental Overview

The Early Childhood Education Program (ECEP) serves over 260 children (3 months through pre-kindergarten) of university (faculty, staff and students) and community families. The program consists of over 60 career FTE, 10 - 30+ limited and per diem substitutes, and 60 - 80 student assistants who work daily with children and families in the program to assure high quality early education experiences that best nurture and develop the individual child, support a family responsive environment for the university and advance the field of early childhood education.

There are multiple openings for this position. Job will be open for applications until all openings are filled. Locations include:

- Child Study Center
- Haste Street
- Dwight Way
- University Village

### Responsibilities

- Plans events that engage community members actively and passively to build community and educate in various issues
- Executes the program and address details and gaps through the entire program planning processes including the execution of the program
- Interacts with program participants in a positive manner and ensures they are included in the programming
- Develops knowledge of communication methods, techniques and skills through continuing education.

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- Assess programming success and makes suggestions to supervisor for future programming.

### **Required Qualifications**

- Knowledge of program activity practices and procedures.
- Verbal and written communication skills in the English language, active listening, and dynamic flexibility in adapting to the needs of clients.
- Ability to exercise sound judgment and employ reasoning skills.
- Client service minded, entrepreneurial spirit and creative thinking skills.
- Basic skills in computer programs relevant to job duties.
- Knowledge of campus policies and procedures.
- High school diploma and / or equivalent certification / experience / training

### **Salary & Benefits**

This is a per diem position with varying hours. The position is not eligible for UC Benefits.

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 hourly range that the University reasonably expects to pay for this position is \$18.67-\$23.00.

This is not a visa opportunity.

### **How to Apply**

To apply, please submit your resume and cover letter.

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### **Physical Exam**

Employment is contingent upon passing a physical exam.

### **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.

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### **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/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

### **Contact Information**

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

#### **Contact**

N/A

University of California, Berkeley

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