

Assistant/Associate Coordinator of Public Programs -
Mathematics Outreach Coordinator
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259295>

Downloaded On: Sep. 10, 2025 3:00am

Posted Jul. 10, 2025, set to expire Oct. 31, 2025

Job Title	Assistant/Associate Coordinator of Public Programs - Mathematics Outreach Coordinator
Department	
Institution	University of California Berkeley Berkeley, California
Date Posted	Jul. 10, 2025
Application Deadline	06/09/2026
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Math Education Curriculum/Instruction
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Job Description	

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Assistant/Associate Coordinator of Public Programs- Mathematics Outreach Coordinator

Position overview

Salary range: The UC academic salary scales set the minimum pay determined by rank and step at appointment. See the following table for the current salary scale for this position [https://www.ucop.edu/academic-personnel-programs/_files/2025-26/represented-july-2025-scales/t30-b.pdf] . The current full-time base salary range for this position is \$87,700 to \$117,200. "Off-scale"

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salaries, which yield compensation that is higher than the published system-wide salary at the designated rank and step, are offered when necessary to meet competitive conditions.

Percent time: 75%

Anticipated start: August 1, 2025

Position duration: Initial appointments will be for one calendar year with the possibility for reappointment based on program needs, meritorious service and funding availability.

Application Window

Open date: June 17, 2025

Most recent review date: Wednesday, Jul 16, 2025 at 11:59pm (Pacific Time)

Applications received after this date will be reviewed by the search committee if the position has not yet been filled.

Final date: Tuesday, Jun 9, 2026 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

The Mathematics Outreach Coordinator will be engaged in a collaboration between the Berkeley School of Education and the Contra Costa County Office of Education (CCCOE) that will involve the creation of an algebra tutoring program aimed improving the mathematics teaching and learning at the elementary and high school levels. The Coordinator will develop training materials for UC Berkeley undergraduate students to become skilled algebra mentors who will then work in Contra Costa County High Schools as part of their Education Practicum course(s). The Coordinator will work with UC Berkeley students mentors and high school teachers as well as contacts at CCCOE to initially pilot this project beginning in the Fall of 2026 in one high school. The Coordinator will develop a plan for scaling the project to other schools in Contra Costa County after the pilot phase is complete.

Responsibilities include, but are not limited to, the development and maintenance of collaborations with local school districts and educational institutions including the CCCOE in order to develop and administer training for a group of mathematics mentors specializing in algebra education and to lead these individuals as they work with local schools, districts and educational institutions to deliver training and mentorship for teachers and students in these local districts. The Coordinator will also be

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responsible for the development of materials (in consultation with curriculum specialists and classroom teachers) for the mentors, holding weekly meetings with mentors, teachers and CCOCE staff. The Coordinator will work to develop additional funding resources to expand the initiative through applying for grants and developing other sources of income such as contracts with local school districts and agencies.

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

Qualifications

Basic qualifications (required at time of application)

- Bachelors degree or equivalent international degree.

Additional qualifications (required at time of start)

- Master's degree or Bachelors Degree and 5 years of relevant work experience.

Preferred qualifications

- Masters Degree
- Minimum five years experience with development of curriculum for mathematics education.
- Experience with grant writing and fundraising.

Application Requirements

Document requirements

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter - Please provide a cover letter outline your experience with developing and managing educational programs focused on mathematics instruction. Please include any experience with building and maintaining relationships with partner organizations as well as experience with fundraising and program management.
(Optional)

Reference requirements

- 3 required (contact information only)

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Reference names are collected but may not be contacted depending on the size of the recruitment pool and needs of the review committee. If references are requested, they will be requested for all applicants who are still under consideration at that time.

Apply link: <https://aprecruit.berkeley.edu/JPF04977>

Help contact: bse_academicpersonnel@berkeley.edu

About UC Berkeley

UC Berkeley is committed to diversity, equity, inclusion, and belonging in our public mission of research, teaching, and service, consistent with [UC Regents Policy 4400](#) and University of California Academic Personnel policy ([APM 210 1-d](#)). These values are embedded in our [Principles of Community](#), which reflect our passion for critical inquiry, debate, discovery and innovation, and our deep commitment to contributing to a better world. Every member of the UC Berkeley community has a role in sustaining a safe, caring and humane environment in which these values can thrive.

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For more information, please refer to the [University of California's Affirmative Action and Nondiscrimination in Employment 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.

As a condition of employment, the finalist will be required to disclose if they are subject to any **final** administrative or judicial decisions within the last seven years determining that they committed any misconduct.

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- "Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment or discrimination, as defined by the employer.
- [UC Sexual Violence and Sexual Harassment Policy](#)
- [UC Anti-Discrimination Policy](#)
- [APM - 035: Affirmative Action and Nondiscrimination in Employment](#)

Job location

Berkeley, CA

To apply, visit <https://aprecruit.berkeley.edu/JPF04977>

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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