

Public Education Specialist (4167U), Professional
Programs & Industry Engagement Office - 82294
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=268015>

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Posted Nov. 10, 2025, set to expire Jun. 30, 2026

Job Title	Public Education Specialist (4167U), Professional Programs & Industry Engagement Office - 82294
Department	Professional Programs & Industry Engagement Office
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 10, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Education - General
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Job Description

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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

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1868, we have driven innovation, creating global intellectual, economic and social value.

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 Professional Programs & Industry Engagement Office at the Rauser College Dean's Office manages professional education programs and serves as the primary connection point between RCNR faculty and external organizations. The office supports faculty in their industry engagements to expand the impact of their academic excellence. The certificate program, Beahrs Environmental Leadership Program, is celebrating its 25th anniversary, and the Master of Climate Solutions was launched this year, further expanding the mission and impact of the Rauser College.

Position Summary

This position supports the Beahrs Environmental Leadership Program (Beahrs ELP), in terms of program planning, student recruitment, instructor engagements and support, alumni engagements, communications, impact assessment, ensuring the program is designed and delivered effectively for the best learning outcomes possible each year. The Beahrs ELP consists of academic contents (e.g. energy policy) led by RCNR faculty members and leadership modules (e.g. storytelling) led by leading practitioners in each field.

Reporting to the Assistant Dean of Professional Programs and Strategic Partnerships, the Public Education Specialist will coordinate with staff and other stakeholders and serve as the main point of contact throughout the lifecycle of the Beahrs ELP participants from the recruitment, program delivery, and post program engagements. Responsibilities include outreach to external organizations, conducting learning needs assessment, curriculum design, logistics, event planning, as well as facilitating the classroom activities to support instructors.

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This role demands effective coordination of multiple activities, often concurrently, with a strong emphasis on prioritization to ensure timely completion of tasks. The position requires professionalism, excellent interpersonal and communication skills, and the ability to operate collaboratively in a dynamic environment, along with a commitment to personal ownership to deliver quality work products and support activities.

As the main point of contact for the Beahrs ELP participants, alumni, and instructors, the Public Education Specialist must be punctual, organized, proactive, has experience developing and managing long-range and short-term objectives, and goal oriented.

Application Review Date

The First Review Date for this job is: 11/18/2025.

Responsibilities

Beahrs ELP curriculum

- Assess the program's effectiveness and the participants' learning needs and suggest ways to improve the curriculum, including developing new modules and activities.
- Identify appropriate instructors (faculty and industry experts) and coordinate with them to finalize session details and instructional materials.
- Work with instructors to integrate critical leadership skills, such as consensus building, into group activities, throughout the program when appropriate.
- Develop discussion sessions around key themes to deepen educational content and create peer learning opportunities.
- Run and facilitate Zoom meetings during online sessions as well as in-person sessions.

Evaluation and assessment

- Use the latest best practices and science of educational program assessment to update existing evaluation questionnaires and protocol when needed/instructed. Some of the key activities may include:
- Following each session, administer session evaluations.
- Record and evaluate feedback for future programs.
- At the end of the program, administer program evaluations.
- Collect output, analyze the data, and develop recommendations.
- Design additional evaluation/survey(s) to be administered to participants periodically after the

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program to track program impacts.

Logistics and event planning

- Plan student engagement activities, such as online sessions, the welcome reception and other social activities and networking events.
- Collaborate with other staff on various logistical elements critical to the program:
- Identify/arrange lodging and accommodations.
- Develop itineraries, transportation plans, meals, and guest speakers for field visits Set up and take down of classroom and other event spaces.
- Arrange participants gifts, certificates, folders, name-tags, and any other materials distributed in the program to participants/speakers/staff/guests.
- Monitor and adhere to program budget before and during the program, finalize program budget post-program.

Faculty and student support

- When appropriate, provide logistical and administrative support to the students and faculty. This may include updating communication materials (e.g. website and request intake form), as well as collecting and analyzing materials to support the RCNR leadership.

Participants and alumni engagements

- Serve as one of the main points of contact with the participants before, during and after the program, leading the effort to prepare and support the participants to ensure maximum learning outcome.
- Manage the application process to effectively collect critical information from the applicants and coordinate with the supervisors to make admission and scholarship decisions in a timely manner.
- Collaborate with other staff to develop and disseminate outreach materials, including announcements, invitations, and slide decks, as well as manage the outreach records.
- Develop and maintain the program website.
- Post appropriate materials to the public facing platforms (e.g. program websites).
- Collect and maintain the record of participants to ensure the arrival/departure dates, medical insurance, allergy, and accommodations
- Update and share key program documents (e.g. syllabus and orientation booklet) ahead of the program.
- Set up effective communication tool with participants to be used during the program.
- Develop digital documents to succinctly introduce participants, staff, and instructors of the

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program (e.g. slide deck).

- Review participants' application materials carefully, and conduct email surveys where needed to further tease out the learning and accommodation needs.
- Work with each participant to develop learning goal and strategy recommendations, which may include identifying campus and associated experts for them to connect with.
- When appropriate, coach participants to communicate with faculty and other experts.
- Engage scholarship recipients and develop thank you notes to friends of the program
- Collaborate with other staff to edit and post blog articles.
- Lead "post program" activities, such as updating alumni listserv, collecting testimonials, and 6-month check-ins with participants.
- Identify realistic strategies to provide resources and support participants after the program, and when appropriate, display the information on the public facing platforms (newsletter, email listserv, alumni network, social media, etc.).
- Coordinate with the campus units, college programs, and external partners to schedule outreach efforts.

Required Qualifications

- Working knowledge of and/or can quickly learn departmental and organization policies and procedures.
- Knowledge of educational program content and objectives.
- Working knowledge of delivering public educational programs.
- Working knowledge of current public education programs and trends.
- Working skills to produce and deliver programs.
- Working knowledge of conducting needs assessment.
- Good analytical skills to understand how business needs can be addressed through the design and delivery of training programs.
- Good reading, verbal, written and interpersonal communication skills, and good presentation skills.
- Bachelor's degree in related area and/or equivalent experience/training.
- Continuing education in related field.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

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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 \$27.28 - \$36.12.

- This is a non-exempt, biweekly-paid position.

How to Apply

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

Other Information

- This is not a visa opportunity.
- This is an in-person position during the summer and early fall; hybrid up to 2 days per week otherwise. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change as well as with any changes in campus and UC-system guidelines.

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.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding

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involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"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, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

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

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