

Program Director (4169U) 75434
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251796>

Downloaded On: Jan. 20, 2025 2:03pm

Posted Jan. 17, 2025, set to expire May 16, 2025

Job Title	Program Director (4169U) 75434
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 17, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Continuing Education/Distance Learning Academic Affairs Administration - Academic Unit Public Relations/Marketing
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Apply By Email

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.

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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.

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

Summer Sessions, Study Abroad, Lifelong Learning & University Extension (SSALLEX) is the extended education division of the University of California, Berkeley, and an essential part of the University's mission to extend the research and scholarship of UC Berkeley to a global community. SSALLEX is a vibrant and dynamic organization that enables more than 60,000 visiting, UC and potential Cal students; parents, faculty, academic units, international business partners, and central campus service providers engage in campus activities. The department provides more than 2,000 summer courses, fall freshmen programs, study abroad experiences, global internships, and year-round programs or courses, lectures, special events, and interest circles for older adults.

Application Review Date

The First Review Date for this job is January 29, 2025

Responsibilities

- Establishes evaluation criteria for measuring desired results and impact.
- Manages academic quality assurance and improvement processes as defined by academic leadership, including managing the implementation of standards for course preparation, assessment, and evaluation. Under the direction of the Program Director, manages with Lead

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Instructors regular meetings with advisory committees, program instructors, for ongoing discussion of quality improvement. Manages resolution process for academic issues with instructors, students, and partners. Manages student conduct processes in collaboration with colleagues from academic and administrative departments. Provides regular reports on results to the Program Director.

- Uses considerable discretion to determine methods and procedures for current and new course offering and topics.
- Under the guidance of Assistant Dean for Professional Programs, collaborates closely with program directors and program managers in the department to ensure standardization of quality and administration processes across programs
- Plans and develops programs and curriculum, and adjusts existing courses and curriculum in an accredited and / or certified public education environment.
- Works with Program Director, Assistant Dean and Lead Instructors to plan and develop programs and curriculum, and updates or adjusts existing courses and curriculum as needed. Collaborates with Marketing to communicate programmatic changes.
- Recruits, selects, orients, evaluates and supervises qualified accredited and / or certificate instructors.
- Recruits, and onboards qualified instructors. Under the guidance of the Program Director, evaluates and supervises instructors, and works closely with Lead Instructors, Assistant Dean and Academic Advisory Boards to ensure excellence in all areas of instruction across programs
- Collaborate with Admissions Services, Student Services Marketing and Career Services to provide excellent student support through advising and optimization of student communication and information sharing.
- Develops, prepares and reconciles budget for program(s).
- Provides regular reports and projections to senior leadership in the department
- Evaluates and adjusts course curriculum through student evaluations and levels of interest shown.
- In collaboration with the Program Director, evaluates and adjusts course curriculum through student course and outcome evaluations and levels of interest shown. Conducts and/or attends regular student and instructor meetings, and information sessions, and solicits feedback to resolve problems and improve curricula and delivery of courses.
- Manage program team of Coordinators, Specialists and Student Advisors to provide timely resolution of student and instructor inquiries, concerns and grievances. Works with the Program Director for continuous quality process improvement.

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Required Qualifications

- Skill in using business software systems in the completion of work assignments (i.e., Word, Excel, Access, PowerPoint).
- Advanced analytical, problem solving, interpersonal, communication and presentation skills.
- Demonstrates thorough knowledge of the organization's policies and procedures; advanced knowledge of functional area and understands how work impacts other areas of public educational programs.
- Advanced knowledge of accredited and / or certificate program instruction and delivery methodologies, the organization, market and business strategies.
- Experience managing academic programs
- Experience assessing the quality of academic programs and managing process improvement efforts
- Experience managing a portfolio of academic or professional training courses
- Experience planning and managing events
- Excellent written, verbal, interpersonal, and cross-cultural communications skills sufficient to represent the university in meetings with leaders and senior-level representatives of other organizations
- Master's degree in science-related field and / or equivalent experience / training
- Continuing education in related field and / or equivalent experience / training

Preferred Qualifications

- Experience working in higher or continuing education
- Five or more years experience working in higher education administration or academic program management progressively taking on greater responsibilities
- Doctoral degree in a science-related field and / or equivalent experience / training

Salary & Benefits

This is a full-time career position.

This position is eligible for the full range of UC 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 salary range that the University reasonably expects to pay for this position is \$86,000-\$92,000, annually.

How to Apply

To apply, please submit your resume and cover letter.

Referral Source info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

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.

Misconduct Disclosure

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

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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 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/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](#).



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To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

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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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