

Program Director - Writing & Humanities (4169U) UNEX -
69504
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238699>

Downloaded On: Jul. 26, 2024 6:25am

Posted Jul. 23, 2024, set to expire Nov. 3, 2024

Job Title	Program Director - Writing & Humanities (4169U) UNEX - 69504
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 23, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Creative or Technical Writing Humanities - General
Apply Online Here	https://apptrkr.com/5385225

Apply By Email

Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.



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The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and 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 staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

UC Berkeley Extension, the continuing education division of the University of California, Berkeley, has been building bridges between UC Berkeley and the public since 1891. UC Berkeley Extension serves the professional and continuing education goals of thousands of people each year. Extension's programs are an essential part of the University mission to: extend the research and scholarship of UC Berkeley to a global community; increase access to higher education for non-traditional, online and international students; and improve the workforce.

Application Review Date

The First Review Date for this job is: 6/12/2024

Responsibilities

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The Program Director is responsible for the design and management of academic Writing and Humanities programs and courses. Assists the Department Director in managing a Program Specialist. Manages processes to ensure academic quality and student success. Responsible for instructor recruitment, onboarding, and relations. Also manages program and course planning and scheduling, assessment processes, student conduct procedures, academic advising, budgeting, analysis, reporting, and inter- and intra-department communications.

- **Establishes evaluation criteria for measuring desired results and impact.** Collaborates with academic colleagues and leadership to design and execute course evaluations and program surveys. Considers frequency and format for optimal delivery, and follows processes established by the group.
- **Uses considerable discretion to determine methods and procedures for current and new course offering and topics.** Uses knowledge of academic areas and continuing education needs to keep curricula current. Consults with department supervisor, assistant dean, instructors and advisory boards as needed. Follows established procedures for proposing or altering course content. Regularly reviews course and instructor evaluations, and analyzes trends in course and program enrollments, and evaluates market conditions and competitive continuing education courses. Makes adjustments to course content and instructor assignments accordingly to ensure academic quality.
- **Plans and develops programs and curriculum, and adjusts existing courses and curriculum in an accredited and / or certified public education environment.** Uses knowledge of academic areas and continuing education needs to keep program curricula in line with learning outcomes needed for student success in the workplace. Consults with department supervisor, assistant dean, instructors and advisory boards as needed. Follows established procedures for proposing or altering program curricula, including comprehensive program reviews. Regularly reviews course and instructor evaluations, meets with advisory boards, analyzes trends in course and program enrollments, and evaluates market conditions and competitive continuing education programs. Makes adjustments to course content and program curricula accordingly to ensure academic quality and program effectiveness.
- **Evaluates prospective program partnerships.** Assesses partnership opportunities including student interest and potential outcomes. Responsible for maintaining affiliations and managing relationships.
- **Recruits, selects, orients, and evaluates qualified accredited and / or certificate instructors.** Collaborates with recruitment, HR and finance staff in related processes. Manages the process for securing academic approval for courses submitted to COCI (Committee of Courses on Instruction). Regularly reviews instructor evaluations and adjusts teaching assignments accordingly
- **Develops, prepares and reconciles budget for program(s).** Regularly prepares and evaluates

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enrollment and revenue data, and provides revenue projections to leadership. Makes program decisions, including course development, instructor hiring and course scheduling, with budget considerations in mind.

- Manages the implementation of courses and programs each semester. Works with Program Specialists to provide timely resolution of student and instructor inquiries and grievances.
- Collaborate with marketing to promote course and program offerings. Contribute to program and course descriptions, marketing campaigns, and information sessions.
- Other duties as assigned.

Required Qualifications

- Skill in using business software systems in the completion of work assignments (i.e., Word, Excel, Access, PowerPoint, Google Workspace).
- Advanced analytical, problem-solving, interpersonal, communication, and presentation skills.
- Demonstrates thorough knowledge of the organization's policies and procedures; advanced knowledge of the 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.
- Excellent written, verbal, interpersonal, and cross-cultural communication skills sufficient to represent the university in meetings with leaders and senior-level representatives of other organizations.
- Progressive experience working in higher or continuing education, academic program management, and/or writing/journalism professions.

Education and Training

- Bachelor's degree in a related area and/or equivalent experience/training.
- Continuing education in a related field.

Preferred Qualifications

- Master's degree in a related field is highly preferred.

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Salary & Benefits

- This is a 100% Career position with full benefits.
- Exempt and paid monthly.
- This position is primarily remote, although in-person participation in recurring events or activities may be required.
- This is not a visa opportunity.

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

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 or hourly range that the University reasonably expects to pay for this position is \$83,000 - \$88,000 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



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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.

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/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

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Contact Information



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

Contact

N/A

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