

Job Title: Public Programs Coordinator

Job Opening ID: 10421
<http://jobs.berkeley.edu/>

Application Review Date

The First Review Date for this job is: February 11, 2010.

Departmental Overview

Involves designing, conducting, promoting, and supporting the public educational programs of The Jepson Herbarium. Researches and assesses educational needs and interests for targeted public segments, and develops programs, materials, technology and learning approaches accordingly.

Responsibilities

*Based on needs of target audiences, plans and develops new programs and curriculum, and adjusts existing courses and curriculum in a continuing education environment. Plans and schedules course offerings, identifies course topics and locations. Recruits, selects, orients, evaluates and supervises qualified course and program instructors.

*Participates in developing strategic market plans and target audiences. Tracks student or participant performance and course desirability. Evaluates and adjusts course curriculum through student/participant evaluations and level of interest shown. Follows current trends in the field by attending continuing education opportunities and uses that knowledge to design program so that the course offerings track current needs of community.

*Evaluates prospective program partnerships. Represents department in larger campus consortia. Evaluates prospective partnerships with off-campus partners. Actively participates in community building and long-range strategic planning for public educational program. Cultivates potential donors. Assists with special event planning.

*Develops, prepares and reconciles budget for program. Contracts with vendors and oversees payments. Negotiates contract details with outside agencies such as the US Forest Service. Must interact with the Sponsored Projects Office.

*Each year, recruits, selects, orients, evaluates, and supervises qualified course program instructors. Each year, Determines instructor objectives, method of instruction, and location, Plans and schedules course offerings, including

identification of course topics. Implements 20-25 weekend programs on campus and in remote locations. Includes, driving long distances, shopping for supplies, camping, hiking, and cooking for large groups.

*Responsible for administrative details of program, Maintains numerous databases and spreadsheets. Assigns work tasks and serves as a work leader for administrative assistant, student workers, and volunteers. Using desktop publishing skills, develops yearly brochure of course offerings (includes content, design, layout, and art work).

Required Qualifications

- Thorough knowledge of functional area and understanding of how work may impact other areas.
- Thorough analytical skills to conduct analysis and develop recommendations, demonstrating organization and problem-solving skills.
- Thorough and effective verbal, written and interpersonal communication skills and presentation skills.
- Thorough knowledge of campus policies and procedures.
- Thorough knowledge of and skill in delivering programs.
- Thorough knowledge of current public educational programs and trends.
- Thorough skills to conduct needs assessment and development of new presentations/courses to meet organizational needs.
- Skill in using business software systems in the completion of work assignments; i.e. Word, Excel, Access, PowerPoint, and InDesign. Includes management of File Maker Pro database and an expansive set of Excel workbooks.
- Experience with budget development and long range forecasting.
- With a high degree of accuracy, complete multiple, competing tasks that have strict deadlines.
- Ability to develop collaborative working relationships with diverse population in an academic setting.
- Ability to make quick decisions under extreme pressure or unfavorable environmental conditions.
- Ability to travel away from home 20-25 weekends per year.

- Ability to act in a professional and cordial manner under extreme environmental conditions.
- Ability to supervise and manage one administrative assistant, volunteers, and student helpers.

Preferred Qualifications

Preferred, advanced degree in related area and/or equivalent experience/training. Continuing education in field is required.

Salary & Benefits

Salary range (annual): \$38,100 (minimum) - \$53,400 (midpoint);

For information on the comprehensive benefits package offered by the University visit:

http://atyourservice.ucop.edu/forms_pubs/misc/benefits_of_belonging.pdf

Equal Employment Opportunity

The University of California, Berkeley is an Equal Opportunity/Affirmative Action Employer.

UC Furloughs

The University of California Regents have approved a plan to enact system wide furloughs and other cost reduction measures due to the state budget crisis. This position may be subject to any cost cutting measures implemented at UC Berkeley.

For more information, contact:

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