

Floor Programs Coordinator (4166U) Lawrence Hall of
Science, 73266
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=246039>

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Posted Sep. 30, 2024, set to expire Jan. 25, 2025

Job Title	Floor Programs Coordinator (4166U) Lawrence Hall of Science, 73266
Department	Lawrence Hall of Science
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 30, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Sciences - General
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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.

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

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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

The Lawrence Hall of Science is UC Berkeley's public science center, serving more than 170,000 visitors on site each year. Our mission is to inspire and engage through science discovery and learning in ways that advance equity and opportunity. We do this by working with audiences that include learners, who experience our programs and products; educators, who work both in and out of school settings; and partners, who conduct research, build capacity for learning, and transform education systems. Research underlies everything we do, and we design all of our programs and products to have high impact beyond the walls of The Lawrence.

Since we were founded in 1968, The Lawrence has been at the forefront of science, technology, engineering, and math (STEM) learning. The Lawrence is unique among science centers as it is a Learning Lab. We design, develop and study a wide array of science, technology, engineering and mathematics learning programs and products for youth, families and adults from diverse backgrounds in our specialized facilities and through our community partnerships. Our spaces and partnerships offer unique opportunities for public engagement and learning, curriculum and instructional materials design,

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professional learning, and research on learning, instruction, and pathways towards STEM careers. We disseminate and scale-up our effective and innovative learning programs and materials in ways that broaden participation in STEM and have local, national, and global impact.

Application Review Date

The First Review Date for this job is: 10/10/2024

Responsibilities

On a daily basis, the position coordinates science center facilitation staff and volunteers, prepares the daily schedule, supports materials management, models and provides coaching on best practices, and ensures that LHS visitors' overall experience is educational, engaging, welcoming, and positive.

This position includes presenting programs to visitors, conducting special events, and leading educational programs. Additionally, the position will have the opportunity to contribute to/or lead development of new programs, develop and produce written educational materials, and prepare professional learning materials to assist staff and volunteers facilitate programs.

- 20% - Coach Floor facilitators and volunteer staff on maintaining positive customer interactions.
- 20% - Has administrative responsibilities including onboarding and training floor program facilitators and volunteers, and materials management and ordering.
- 10% - In collaboration with Associate Director and Floor Coordinator, provide new hire onboarding to floor facilitators.
- 10% - Facilitates floor programs, guided programs, and learning lab programs. Adjusts facilitation to meet the needs of specific groups and works with volunteer and student facilitators to make changes to the program as well. Documents feedback and makes recommendations for improvements.
- 5% - Adjusts facilitation to meet the needs of specific groups and works with volunteers and facilitators to make changes to the program.
- 5% - Documents feedback and makes recommendations for improvements.
- 5% - Oversee and assist the floor team in maintaining program standards.
- 5% - Updating cleanliness standards as needed based on changes to the science center and/or its procedures.
- 5% - Communicate with Production Studio to get exhibits repaired or replaced when damaged.
- 5% - Assists with development of new materials, exhibit experiences, learning lab programs, and guided programs, all in collaboration with education staff, learning lab leads, and Associate Director.

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- 5% - Sets up exhibit and learning lab spaces and activities, including organizing materials, setting up spaces, and ensuring a welcoming and organized setting.
- 5% - Under general supervision, prepares educational materials for use in both guided and facilitated education programs for all audiences, including families and school groups.

Required Qualifications

- Excellent multitasking abilities, flexibility and responsibility, decision making skills, and leadership skills.
- Provide excellent customer service to visitors, volunteers and colleagues
- Respond swiftly and professionally to emergency situations and safety issues
- Working knowledge of departmental and organization policies and procedures; knowledge of educational program content and objectives.
- Working knowledge of current public education programs and trends.
- 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.
- Excellent time management skills and ability to meet deadlines, and prioritize deliverables
- Excellent written and verbal communication skills, with strong public speaking ability.
- Excellent program management skills and effectively use chosen business and document management systems such as Google G Suite, Monday.com, Zoom, Word, Excel, PowerPoint.
- Ability to foster a culture of trust, collaboration, mutual respect, and teamwork within the Public Engagement group as well as cross-departmentally throughout the institution.
- Ability to give and receive feedback on operations and program development
- Working knowledge of training development and/or learning strategies.
- Ability to engage diverse learners
- Knowledge of best practices for engaging learners in facilitated experiences.
- Experience facilitating and developing public science center programs in science, technology, engineering, and/or mathematics.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds of visitors

EDUCATION

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

Preferred Qualifications

- Animal handling experience.
- CPR First Aid Certification.

Salary & Benefits

This is a 12-month, full-time (40 hours/week), contract appointment, eligible for full UC benefits. This is a non-exempt, hourly paid position.

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 hourly range that the University reasonably expects to pay for this position is **\$27.00 - \$34.00**.

How to Apply

To apply, please submit your resume and cover letter.

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



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received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

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.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

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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