

Assistant Director of Science (4550U), Student Learning  
Center - 77456  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255684>

Downloaded On: Apr. 19, 2025 6:48am

Posted Apr. 15, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Assistant Director of Science (4550U), Student Learning Center - 77456
<b>Department</b>	Student Learning Center
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Apr. 15, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director Professional Staff
<b>Academic Field(s)</b>	Sciences - General
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**Job Description**

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**Assistant Director of Science (4550U), Student Learning Center - 77456**

**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

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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

### Overview

The Student Learning Center serves a global community of learners as they navigate the cultural expectations and academic rigor of UC Berkeley. Through service models that honor their diverse starting points and meet them where they are, we aim to empower all students to reach their full academic potential.

### Core Values

- Deliver service with integrity.
- Approach learning as a process, not a product.
- Create innovative pedagogy and practices that optimize student learning.
- Operate from a student-centered framework.
- Respect diverse ways of knowing and learning.

### Key Highlights

- Founded in 1973, serves as the primary academic support unit for UC Berkeley.
- Serves 12,000 undergraduates annually, approximately 30% of undergraduate student population, in 12 academic and co-curricular programs.
- Employs 20 professional staff with disciplinary expertise, 300+ trained undergraduate tutors, and 20 graduate student instructors.

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- Serves as the liaison between Berkeley administration and the DeCal program, a partnership that adds over 300 additional courses to the university's curriculum.
- Manages Berkeley's Summer Bridge Program, a six-week academic residential program for entering freshmen.

### Position Summary

The Student Academic Specialist 3 serves as an assistant director for the Science Program at UC Berkeley's Student Learning Center, supporting the development, coordination, and delivery of academic services for undergraduate students in the sciences. This role manages the day-to-day operations of the program, including supervising and training a team of undergraduate peer educators, assisting with budget planning, and providing direct academic support. Under the guidance of senior leadership, the Specialist applies expertise in learning theory, peer pedagogy, and STEM education to enhance program offerings, mentor student staff, and support initiatives that advance the SLC's mission of fostering an inclusive, student-centered learning environment that promotes equity and academic excellence in the sciences.

### Application Review Date

The First Review Date for this job is: 04/22/2025.

### Responsibilities

- Coordinates day-to-day logistics to ensure smooth program functioning, including scheduling services, managing workflows, and troubleshooting issues as they arise.
- Serves as the primary point of contact for student inquiries and collaborates with other program leads to maintain consistency in academic support services.
- Designs and facilitates training seminars that integrate learning theory, inclusive pedagogy, and subject-specific strategies to prepare peer educators for effective tutoring in economics.
- Offers ongoing mentorship and conducts regular performance reviews to foster tutor growth and ensure instructional quality.
- Provides direction, coaching, and regular feedback to professional team members, supporting their development and alignment with program goals.
- Leads weekly check-ins and performance evaluations to ensure staff are empowered and equipped to deliver high-quality services.
- Engages in needs assessments and stays informed on trends in economics education and student learning behaviors.
- Uses insights to pilot and evaluate new service models that promote academic success and

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student engagement across diverse populations.

- Under the guidance of the Executive Associate Director or Program Director, contributes to annual budgeting by forecasting resource needs, monitoring expenses, and ensuring alignment with program priorities.
- Implements assessment tools and gathers data to measure program effectiveness, using findings to inform improvements.
- Under the guidance of the Executive Associate Director or Program Director, collaborates with campus partners and internal teams to expand programming and increase accessibility of academic services.
- Leads or co-leads innovation projects that address emerging student needs and enhance the impact of academic support in economics.
- Builds and maintains strong relationships with faculty, academic advisors, and student support units to advocate for the program's mission.
- Participates in campus events, panels, and committees to share resources and raise awareness about the program's services.
- Actively contributes to cross-program initiatives by offering insight, coordinating logistics, and helping implement center-wide goals.
- Collaborates with colleagues to improve operations and align services with the SLC's mission of equity and academic excellence.

## Required Qualifications

- Strong understanding of STEM learning theories, cognitive development, and discipline-specific pedagogical strategies.
- In-depth knowledge of challenges and effective practices in science education, including common conceptual barriers in subjects such as biology, chemistry, and physics.
- Experience developing and facilitating peer-led learning environments in STEM contexts, with emphasis on collaborative problem solving and inquiry-based learning.
- Familiarity with the structure and demands of the STEM curriculum at a research-intensive institution like UC Berkeley.
- Ability to design and assess academic support services that address the needs of diverse student populations in STEM fields.
- Knowledge of equity-minded practices in STEM education, including strategies that promote inclusion and persistence among historically underrepresented groups.
- Proficiency in training and mentoring undergraduate peer educators in STEM disciplines, including effective communication of complex scientific concepts.
- Strong interpersonal, organizational, and analytical skills with the ability to make data-informed

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decisions to improve program effectiveness.

- Capacity to stay current with research in STEM education, learning sciences, and peer pedagogy to inform and evolve program practices.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds.
- Bachelor's degree in related area and/or equivalent experience/training.

### **Preferred Qualifications**

- Master's degree in related area and/or equivalent experience/training.

### **Salary & Benefits**

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly at an annual rate and is eligible for UC Benefits.

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 annual salary range that the University reasonably expects to pay for this position is \$72,600.00 - \$91,600.00.

### **How to Apply**

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

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### Other Information

- This is not a visa opportunity.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

### 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

**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 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**

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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 [https://apptrkr.com/get\\_redirect.php?id=6141356&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=6141356&targetURL=U.S.EqualEmploymentOpportunityCommission) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

### 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 E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

To apply, visit

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](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

University of California, Berkeley

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