

K TO 14 Academic Prep Specialist 3 (4565U), Haas  
School of Business - 60547  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=224128>

Downloaded On: May. 9, 2024 12:35pm

Posted Oct. 23, 2023, set to expire Jun. 30, 2024

<b>Job Title</b>	K TO 14 Academic Prep Specialist 3 (4565U), Haas School of Business - 60547
<b>Department</b>	Berkeley Business Academy for Youth
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Oct. 23, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Finance Entrepreneurship Business - General
<b>Apply Online Here</b>	<a href="https://apptrkr.com/4716502">https://apptrkr.com/4716502</a>

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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.

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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](https://grow.berkeley.edu).

## Departmental Overview

UC Berkeley's Haas School of Business offers a unique opportunity to champion new ideas, collaborate across boundaries, and continually learn in a workplace committed to increasing diversity and creating a welcoming environment for all. Our distinctive culture is captured within our four [Defining Leadership Principles](#): **Question the Status Quo, Confidence Without Attitude, Students Always, and Beyond Yourself**. These principles distinguish Berkeley Haas as a unique environment, conducive to teamwork, collaboration, and career growth.

For more information about the Haas School of Business visit: <https://haas.berkeley.edu/about/>

The Berkeley Business Academy for Youth (B-BAY) introduces middle and high school students to the business world every year. Students are given an opportunity to experience campus life at UC Berkeley. The program fosters creativity, innovation, and collaboration through a project-based

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curriculum. The B-BAY program is part of the Institute for Business and Social Impact (IBSI) at the Haas School of Business. The Institute's mission is to inspire and empower members of the Berkeley-Haas community to develop innovative solutions to pressing social and environmental challenges. There are both open enrollment and custom B-BAY sessions. Proceeds from B-BAY support the IBSI's [Boost@Haas](#) program for under-resourced Bay Area youth.

The Haas School of Business embraces flexible working arrangements for its employees. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

### **Application Review Date**

The First Review Date for this job is: 11/2//2023.

### **Responsibilities**

This position oversees the development and management of the Berkeley Business Academy for Youth middle school after school and summer programs, which invites middle and high school students to campus. The position plans, develops, and implements all elements of the program for these youth attendees. Some specific responsibilities include:

Oversees the development and management of the Berkeley Business Academy for Youth (BBAY) Program, a non-degree summer academy for middle and high school students and spring middle school, after school remote program.

- Attract a diverse group of highly qualified students who apply to and ultimately enroll in the BBAY programs by marketing the program to likely enrollees. This includes reading and scoring student program applications.
- Identify and secure necessary logistics for BBAY program, including housing, classrooms, food, transportation, handouts, etc.
- Identify and procure all necessary forms, waivers and instructional materials to ensure that the student participants and volunteers are in compliance with all UC safety procedures and Risk Management protocols.
- Ensure adherence to budget which includes the tracking of operational expenditures to meet revenue generation goals. Revenue is expected to help support the [Boost@Haas](#) program.

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Makes recommendations for changes to programming and/or development of new activities services.

- Develop and continuously refine extensive and comprehensive curriculum materials for segments not taught by the faculty and syllabus for BBAY Summer and Afterschool Programs.
- Observe and solicit ongoing feedback from all BBAY program staff, students, and parents in development of future programming
- Recruit faculty, PhD students, outside lecturers and volunteers to deliver program content
- Collaborate with BBAY Program Director and Academic Year Program (AY) Manager on all aspects of AY including syllabus development, student marketing/recruitment, reviewing applications, remote instruction platform delivery, faculty liaison, etc.

Supervise student and volunteer staff. Provide on-going coaching and support for BBAY program staff.

- Identify, hire and supervise the BBAY program staff who aid in the execution of the program
- Recruit volunteers who help deliver the BBAY program, including undergraduate, MBA and PhD students, as well as [Boost@Haas](#) participants
- Provide extensive on-going leadership, coaching, training and support to BBAY volunteers, faculty and staff to ensure that they understand youth development best practices, that they deliver programs that meet BBAY's goals, and that they function smoothly as teams
- Identify, recommend and supervise work study students who aid in administrative tasks.

#### Professional Learning and Growth

- Embraces the principle of being a "student always" by engaging in opportunities for training, workshops, seminars, continuing education pertinent to the position, or at the suggestion of the supervisor.
- Actively contributes to a team environment that fosters and promotes a culture of diversity, equity, inclusion, and belonging (DEIB) within the unit and at Haas.
- Engages in ongoing education to promote diversity, equity, inclusion & belonging by completing University sponsored certifications & training sessions (ie: MEP Workshop, Implicit Bias Certification, LinkedIn Learning workshops, and other workshops & seminars offered by the University or Haas, as they are made available) or by engaging in external seminars & resources related to DEIB.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.

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- Maintain knowledge of the Boost/BBAY business processes in order to provide back up to other support staff in the unit.

### **Required Qualifications**

- Thorough knowledge of advising and counseling techniques.
- Knowledge of and/or can quickly learn common University-specific computer application programs (e.g. Canvas, Canva, Airtable, Slack, STOVA, Microsoft suite, Google suite).
- Knowledge of and/or can quickly learn University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Thorough knowledge of Student Affairs/Student Life specialization.
- Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
- Ability in problem identification, reasoning.
- Ability to develop original ideas to solve problems.
- Excellent customer service skills.
- Ability to multitask, verbal communication, written communication, organization.
- Ability to work occasional Saturdays, specifically during the summer months.
- Excellent interpersonal skills, demonstrating a desire to promote diversity, equity, inclusion and belonging to establish and maintain positive & professional working relationships with colleagues, students and team members.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.
- Demonstrates an understanding of and commitment to diversity, equity, inclusion, and belonging in a business, organization or public university setting.

### **Education/Training:**

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

### **Preferred Qualifications**

- Knowledge and experience in business, finance or entrepreneurship and/or youth development.

### **Salary & Benefits**

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This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and 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 salary or hourly range that the University reasonably expects to pay for this position is \$65,000.00 - \$85,000.00.

### **How to Apply**

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

### **Other Information**

- This is not a visa opportunity.

### **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.

### **Mandated Reporter**

This position has been identified as a Mandated Reporter required to report the observed or suspected

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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.

### 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.

### To apply, visit

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

### 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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