

**University of California, Berkeley  
JOB ANNOUNCEMENT  
Program Director – Engineering and  
Technology  
(Continuing Educator II)  
UNIVERSITY EXTENSION  
\$62,532-\$76,872  
Closes: 11/5/09  
JOB # 09-275**



*THE CAMPUS COMMUNITY*  
The University of California, Berkeley is committed to diversity in its staff, faculty, and student body, and invites all qualified people to apply, including minorities and women, veterans and individuals with disabilities.

**ABOUT  
UNIVERSITY  
EXTENSION**

Established by UC Berkeley in 1891, Extension is one of the largest and oldest Continuing Education operations in the United States. As a self-supporting organization, UC Berkeley Extension offers more than 1,500 personal enrichment and professional development classes throughout the San Francisco Bay Area and California, the United States, and internationally. Extension delivers classes through on-site classroom instruction, distance learning, and hybrid-format classes. Extension's enrollments total approximately 35,000 annually.

The Department of Engineering and Technology invites applications for the full-time position of Program Director to manage courses, contracts and curricula in the engineering and technology fields, a portfolio which offers approximately 200 courses to 2300 enrollments annually. May also include energy, environmental and civil engineering areas.

**MAJOR  
RESPONSIBILITIES  
AND DUTIES**

**Program development and administration in engineering & technology and related programs:**

Leadership position, responsible for course production and related activities for a portfolio of over 200 public courses and occasional contract courses in engineering and technology and related programs. Responsible for the academic quality of the programs, the development of new courses and curricula (i.e., intensive short courses, professional series and/or certificate programs), and evaluation and oversight of current courses and instructor performance.

Responsible for helping to develop training programs for corporations and other entities (i.e., develop content for the proposal, communicate with selected instructors regarding their contract, logistics, course requirements, etc., communicate with client as needed, and oversee implementation of training sessions).

**Supervision, Recruitment, and Orientation:**

Supervise staff in the engineering and technology portfolios. Recruit, evaluate, and renew instructors; meet with instructors and advisory groups, as needed, regarding course and program-related issues. Work closely with colleagues and support staff in related program areas at UCB Extension.

QUALIFICATIONS

**Fiscal Administration:**

Responsible for the production of an annual budget, financial management and performance for the portfolio.

**Outreach:**

Counsel students about the engineering, technology, and other programs in the portfolio. Establish, build, and maintain excellent relations with the campus departments and related professional associations. Collaborate with Extension colleagues to develop new programs, new curricula and marketing strategies. Work with advisory committees of appropriate engineering and technology professionals.

**Strategic Planning:**

Create a vision for future programmatic directions and work with others to create new and viable programs to meet the needs of changing and dynamic fields. Coordinate and support the strategic planning and vision for related programs in Engineering, Technology, Information Systems & Technical Management, etc.

Required Qualifications: The candidate must possess a graduate degree in either Engineering, Information Systems or Technology or the equivalent; at least three years of recent experience working in engineering, IS or technology (either in college-level education or in the industry); experience preferred in engineering/ technology education program assessment, development, implementation and management; ability to achieve financial results in a highly competitive self-supporting environment; excellent organizational skills and business skills; excellent oral and written communication skills; excellent management skills; and demonstrated ability to form successful relations with instructors, campus departments, and professional groups.

Desired Qualifications: Familiarity or experience in new product/service development, customer support, Engineering, Clean Technology education training or instruction (USGBC/LEED, Environmental Sciences, related policy fields); and experience with staff supervision.

Hiring salary is dependent upon qualifications. The position is a non-Senate, annually renewable academic position starting in December 2009.

This position has been designated as sensitive and may require a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.

TO APPLY

Send a cover letter and resume to: Job Code 09-275, UC Berkeley Extension, Human Resources, 1995 University Avenue, Suite 110, Berkeley, CA 94704-7000 or email [jobs@unex.berkeley.edu](mailto:jobs@unex.berkeley.edu). For further information or for a detailed job announcement, please visit our website at [www.unex.berkeley.edu](http://www.unex.berkeley.edu) or call (510) 642-0169. Applications must be received by: 11/5/09. The University of California, Berkeley is an Equal Opportunity/Affirmative Action Employer.