



# UC Berkeley Extension

## POSITION ANNOUNCEMENT

**Date:** May 7, 2010

**Posting Title:** Public Education Specialist 2 – Sustainability Studies, Construction and HVAC (title code 4167)

**Requisition:** 10919

**Department:** UC Berkeley Extension, Engineering and Technology

**Location:** Berkeley, CA

**Salary:** \$38,100 - \$44,100 per year (Starting salary is commensurate with skills and experience.)

**First Review Date:** This requisition will remain open until filled.

## JOB DESCRIPTION:

Established by UC Berkeley in 1891, UC Berkeley Extension is one of the largest and oldest continuing education operations in the United States. As a self-supporting organization, Extension offers more than 1,400 professional development and personal enrichment classes in multiple locations around the San Francisco Bay Area and online. Extension's enrollments total approximately 30,000 annually.

UC Berkeley Extension's Engineering and Technology department provides the general public and Bay Area corporations courses, certificate programs, contract training, seminars, workshops, institutes, and professional conferences in various fields including Sustainability Studies, Construction and HVAC. Enrollments in the Engineering and Technology programs total approximately 5400 annually.

This position involves designing, conducting, promoting, and supporting various public educational programs, corporate training programs, and UC Berkeley Extension related events (including conferences). Researches and assesses educational needs and interests for targeted public segments, and develops programs, materials, technology and learning approaches accordingly.

## REQUIRED QUALIFICATIONS:

Working knowledge of departmental and campus policies and procedures; knowledge of educational program content and objectives.

Working knowledge of delivering public educational programs.

Working knowledge of current public education programs and trends.

Working skills to produce and deliver programs.

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.

Uses business software systems in completion of assignments (e.g. Word, Excel, Access, Outlook)

Degree in Engineering or Technology related field preferred

## 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. AA/EEO
- We offer a diverse working environment, competitive salaries, and comprehensive benefits.
- 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.
- The University of California Regents have approval a plan to enact system wide furloughs and other cost reduction measures due to the state budget crisis. The position may be subject to any cost cutting measures implemented at UC Berkeley.
- For more information about UC Berkeley Extension, please visit: [www.unex.berkeley.edu](http://www.unex.berkeley.edu)

## TO APPLY:

For a full position description please visit online at: <http://jobs.berkeley.edu/>

Referencing Job #10919