

Program Coordinator (4168U), Nutritional Science &  
Toxicology Department - 54477  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=223471>

Downloaded On: May. 9, 2024 2:27am

Posted Oct. 12, 2023, set to expire Jun. 30, 2024

<b>Job Title</b>	Program Coordinator (4168U), Nutritional Science & Toxicology Department - 54477
<b>Department</b>	Nutritional Science & Toxicology
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Oct. 12, 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>	Toxicology Nutrition and Dietetics
<b>Apply Online Here</b>	<a href="https://apptrkr.com/4683414">https://apptrkr.com/4683414</a>
<b>Apply By Email</b>	

**Job Description**

Image not found or type unknown



**Program Coordinator (4168U), Nutritional Science & Toxicology Department - 54477**

**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.

**Program Coordinator (4168U), Nutritional Science &  
Toxicology Department - 54477  
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=223471>

Downloaded On: May. 9, 2024 2:27am

Posted Oct. 12, 2023, set to expire Jun. 30, 2024

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**

The Department of Nutritional Sciences & Toxicology (NST) focuses on the metabolic biology of nutrients and toxicants in relation to human health and disease. The department offers research and academic programs in Metabolic Biology, Molecular Toxicology, and Nutrition and Dietetics.

The Program Coordinator will contribute to the University of California, Berkeley, Master of Nutritional Sciences & Dietetics (MNSD) by contributing to the recruitment of new students, identifying and coordinating student placements, development of campus experiences, and advising and overseeing the progress of students while in their supervised practice rotations. The Program Coordinator will collaborate with the Program Director.

### **Application Review Date**

Program Coordinator (4168U), Nutritional Science &  
Toxicology Department - 54477  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=223471>

Downloaded On: May. 9, 2024 2:27am

Posted Oct. 12, 2023, set to expire Jun. 30, 2024

The First Review Date for this job is: October 23, 2023

## Responsibilities

- Participates in developing and overseeing campus educational activities. Assesses campus programming and educational needs and works with students to meet these needs. Students will provide educational sessions and events for campus partners. Develops and plans educational sessions and provides supervision while students are in this educational experience. Monitors and evaluates student performance while completing this experience. Develops and manages the programming schedule.
- Provides student guidance and monitors and tracks student performance while in worksite training facilities. Educates students on worksite training facility rotation goals, objectives, required competencies, learning activities and projects, and evaluation tools. Holds weekly meetings with students to discuss progress on activities and professional and skill development. Evaluates final projects and provides feedback and recommends modifications to meet educational competencies. Tracks student achievement of competencies.
- Plans and develops the Master of Nutritional Sciences & Dietetics (MNSD) worksite training educational activities. Students are placed in worksites for training (supervised practice). Develops a curriculum including the educational goals, objectives, and specific learning activities. Each worksite training rotation is 5 to 16 weeks, thus, a detailed educational plan must be developed and provided. Activities focus on knowledge and skill development and include assignments and projects for each rotation. Develops evaluation tools, including formative and summative evaluation. Revises based on feedback from worksite educators (preceptors), students and the Executive Committee, and accreditation standards. Involved in planning worksite schedules for the students.
- Liaison to worksite training facilities. Assures students are academically and professionally prepared before they enter worksite facilities. Assists with onboarding processes (immunization records, educational trainings, criminal background checks). Trains worksite educators/employees (preceptors) on the MNSD and the educational plan, activities, and requirements of the school. Provides support and mentoring to preceptors, as needed. Collaborates with preceptors and worksites regarding any student knowledge, skill, or professional issues.
- Provides remediation and educational support for students who demonstrate a deficiency in knowledge and skills. Students may demonstrate a deficiency in clinical, counseling, management, statistics, problem-solving, and the like. Develops additional instructional opportunities, assignments, and meetings to support these students.
- Actively participates in long-range strategic planning for the MNSD. Assists with the recruitment of prospective students and program partnerships. Acts as a member of the Executive Committee, which oversees admissions, scholarships, and curriculum for the program.

Program Coordinator (4168U), Nutritional Science &  
Toxicology Department - 54477  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=223471>

Downloaded On: May. 9, 2024 2:27am

Posted Oct. 12, 2023, set to expire Jun. 30, 2024

- Other relevant duties as assigned.

### Required Qualifications

- Thorough analytical skills to conduct analysis and develop recommendations, demonstrating organization and problem-solving skills.
- Thorough and effective verbal, written, and interpersonal communication skills and presentation skills.
- Thorough knowledge of and skill in delivering programs.
- Thorough knowledge of dietetic educational programs and trends.
- Skill in using business software systems in the completion of work assignments; i.e., Word, Excel, Access, PowerPoint.

### Education/Training:

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

### Preferred Qualifications

- Thorough knowledge of and/or ability to learn about functional areas, campus units, and understanding of how work may impact other areas.
- Thorough knowledge of organization policies and procedures.
- Member of the Academy of Nutrition and Dietetics
- Experience as a dietetics preceptor
- Previous clinical dietetics experience

### Education/Training:

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

### Licenses/Certifications:

- Registered Dietitian Nutritionist

Program Coordinator (4168U), Nutritional Science &  
Toxicology Department - 54477  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=223471>

Downloaded On: May. 9, 2024 2:27am

Posted Oct. 12, 2023, set to expire Jun. 30, 2024

## Salary & 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 \$70,000.00 - \$87,100.00.

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.

## How to Apply

To apply, please submit your resume and cover letter.

## 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](#)

Program Coordinator (4168U), Nutritional Science &  
Toxicology Department - 54477  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=223471>

Downloaded On: May. 9, 2024 2:27am

Posted Oct. 12, 2023, set to expire Jun. 30, 2024

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/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

University of California, Berkeley

,