

# Academic Coordinator I - Associate Director - Berkeley Language Center

Job #JPF03476

- Berkeley Language Ctr / College of Letters & Science - Arts & Humanities / UC Berkeley

**Apply now:** <https://aprecruit.berkeley.edu/JPF03476/apply>

**View this position online:** <https://aprecruit.berkeley.edu/JPF03476>

## POSITION OVERVIEW

**Position title:** Associate Director

**Percent time:** 100%

**Anticipated start:** negotiable

**Position duration:** Term appointment with a two-year reappointment cycle

## APPLICATION WINDOW

**Open date:** May 23rd, 2022

**Next review date:** Tuesday, Jun 7, 2022 at 11:59pm (Pacific Time)

Apply by this date to ensure full consideration by the committee.

**Final date:** Thursday, Jun 23, 2022 at 11:59pm (Pacific Time)

Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

## POSITION DESCRIPTION

The Berkeley Language Center (BLC) at the University of California, Berkeley seeks applications for an Academic Coordinator I in the area of applied linguistics / second language acquisition and teaching to serve as the Associate Director (AD).

The BLC provides intellectual, pedagogical, and technological support for the teaching of languages on the Berkeley campus, in the Bay Area, and beyond. A complete list of current BLC services, facilities, personnel, and budget information is available for viewing in contact information section.

The AD plays a crucial role by managing the day-to-day operations of the BLC and coordinating the efforts of BLC staff members. The AD regularly consults with language instructors to provide pedagogically sound and intellectually principled advice on teaching and curriculum development, including the integration of technology in the practice and research of language study. The AD may participate in Excellence Reviews for language lecturers. All of these activities require knowledge of language pedagogy, second language acquisition theory, applied linguistics, sociolinguistics, and keeping abreast of new developments in instructional technology. The AD reports to the Executive Director.

Key responsibilities of the AD are:

- Program planning, consultation, and management: The AD supports the Executive Director (ED) in developing programs, projects, services, and other initiatives that strengthen the capacity to fulfill the BLC's core mission. The AD evaluates the effectiveness of BLC facilities, equipment, personnel and services and makes changes as needed and assists the ED in the formulation of strategic plans; engages in research on best practices for teaching and learning languages; works with faculty and graduate students developing research projects or materials for language courses; may participate in language lecturer excellence reviews; maintains the BLC website; assists the ED in planning and implementing educational outreach to K-12, community colleges, and the wider general public; participates in the planning and implementation of periodic conferences; as a member of the Executive Committee of L2 Journal, the AD contributes to the development of journal policy and management; maintains and strengthens relationships with Educational Technology Services and the Media Resource Center.

- Administrative oversight. The AD assists the ED in short- and long-range budget planning; oversees the BLC's daily operations; assists in the preparation of print, online, and social media communications for internal and external audiences; the AD manages approximately 10,000 sq. ft. of classroom and office space, providing state-of-the-art facilities and equipment for language instruction.

- Revenue generation. The AD assists the ED in seeking external funding opportunities and in the preparation of grant proposals.

**Department:** <http://blc.berkeley.edu>

**Department:** [http://blc.berkeley.edu/wp-content/uploads/2021/05/About\\_the\\_BLC.pdf](http://blc.berkeley.edu/wp-content/uploads/2021/05/About_the_BLC.pdf)

## QUALIFICATIONS

**Basic qualifications** (required at time of application)

- M.A. (or equivalent international degree)

**Additional qualifications** (required at time of start)

- Minimum 5 years of experience in postsecondary language education (e.g., teaching, program administration, assessment, and/or research)

**Preferred qualifications**

- PhD or equivalent international degree in a relevant discipline (language/literature, applied linguistics, linguistics, education)
- Experience working with technology in foreign language instruction, including remote instruction, software design and development, the interface between technology and pedagogy
- An established record of publications in language pedagogy
- Demonstrated excellence in teaching a language other than English at multiple levels
- Experience writing grant proposals and managing grants
- Experience in administration: managing budgets, facilities, personnel
- Experience working in a multicultural and multilingual environment
- Excellent communication skills

## APPLICATION REQUIREMENTS

**Document requirements**

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter - A cover letter describing how your education and experience meet the qualifications for the Associate Director position.
- Statement of Experience - How do you envision your teaching / research / administration experience contributing to the BLC, its programs, activities, and mission? (2 pages double-spaced maximum).
- Statement of Teaching (Optional)
- Statement on Contributions to Advancing Diversity, Equity, and Inclusion - Statement on your contributions to diversity, equity, and inclusion, including information about your understanding of these topics, your record of activities to date, and your specific plans and goals for advancing equity and inclusion if hired at Berkeley (for additional information go to <https://ofew.berkeley.edu/recruitment/contributions-diversity>).

**Reference requirements**

- 3 required (contact information only)

3 letters will be required for finalists only

**Apply link:** <https://aprecruit.berkeley.edu/JPF03476>

**Help contact:** [o\\_garcia@berkeley.edu](mailto:o_garcia@berkeley.edu)

## CAMPUS INFORMATION

Diversity, equity, inclusion, and belonging are core values at UC Berkeley. Our excellence can only be fully realized by faculty, students, and academic and non-academic staff who share our commitment to these values. Successful candidates for our academic positions will demonstrate evidence of a commitment to advancing equity, inclusion, and belonging.

The University of California, Berkeley 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, age, or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>

In searches when letters of reference are required all letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the UC Berkeley statement of confidentiality (<http://apo.berkeley.edu/ucb-confidentiality-policy>) prior to submitting their letter.

As a condition of employment, you will be required to comply with the University of California SARS-CoV-2 (COVID-19) Vaccination Program Policy. All Covered Individuals under the policy must provide proof of Full Vaccination or, if applicable, submit a request for Exception (based on Medical Exemption, Disability, and/or Religious Objection) or Deferral (based on pregnancy) no later than the applicable deadline. Please refer to Appendix F, Section II.C. of the policy for the deadlines applicable to new University of California employees. (Capitalized terms in this paragraph are defined in the policy.) Federal, state, or local public health directives may impose additional requirements.

Positions that are represented by a collective bargaining unit or agent have particular contracts. For more information, please refer to the relevant contract: [Lecturer contract](#), [Postdoctoral contract](#), [Research Series contract](#), and [Librarian contract](#). Questions about represented positions can be directed to the hiring unit.

## JOB LOCATION

Berkeley, CA