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Academic Coordinator I - Project Director - Digital Humanities - Arts & Humanities Division - College of Letters & Science

University of California Berkeley - Berkeley, CA

Description The Division of Arts & Humanities of the College of Letters & Science at the University of California, Berkeley, seeks applications for an experienced professional to coordinate a new program, Capacity Building and Integration in the Digital Humanities.

Funded by the Andrew W. Mellon Foundation, the project begins in fall 2014 and ends in June 2018. The project is designed to increase teaching and scholarship in the digital humanities (DH), with a focus on integrating DH into the central academic enterprise of the university while also taking advantage of opportunities to expose digital scholars to contexts that lie outside the academy. The project will address a broad spectrum of constituents, including faculty, postdocs, graduate students, and undergraduates. The project is also intended to foster working partnerships with a broad range of UC Berkeley entities, including the School of Information (I School), the University Library, the Berkeley Center for New Media (BCNM), the D-Lab, the University museums, the Berkeley Institute for Data Science (BIDS).

The project director, who will report to the Dean of Arts and Humanities, will be responsible for all logistics, budget management and reporting, and supervision of student workers and graduate assistants associated with the program, including but not limited to:
• Managing the $2M program budget, including the preparation of required reports to the Foundation and to the Dean of Arts and Humanities;
• Supervising work-study student assistants, graduate student researchers, and teaching assistants involved in the program;
• Organizing seminars and workshops, including assisting faculty, supervising graduate student researchers, and scheduling guest speakers;
• Producing intensive summer DH workshops involving visitors from multiple institutions;
• Working with faculty to develop new DH-oriented courses and to introduce DH components into existing courses;
• Coordinating the activities of postdoctoral scholars associated with the project;
• Providing staff support to the academic steering committee charged with the ongoing development of the program, including organizing meetings and other engagement opportunities;
• Serving as a central resource for information, publicity, materials, and publications produced by the program, and ensuring that project information on the Berkeley DH website is kept current.
Basic/minimum qualifications: Master's degree (or equivalent) required at time of application.
Preferred qualifications: Ph.D. or equivalent. Academic training or expertise in the digital humanities or a closely related field. Prior experience coordinating a program in an academic environment. Excellent communication and organizational skills. Familiarity with Microsoft Office and Adobe Suite software.
Title and compensation: Academic Coordinator I (fiscal year), full-time; salary range $48,048 - $66,096 (steps 1-8), commensurate with experience and qualifications. For information regarding the University's comprehensive benefits package, please go to http://hrweb.berkeley.edu/benefits .
Application information: Applicants should provide contact information for three letters of reference; letters of reference will be solicited only for finalists. All letters of reference will be treated as confidential per University of California policy and California state law. Please refer potential referees, including those whose letters will be provided by a third party (such as a dossier service or career center), to the UC Berkeley statement of confidentiality (http://apo.chance.berkeley.edu/evalltr.html) prior to their submission of letters.
Deadline and contact information: Applications must be received by August 25, 2014. The anticipated start-date is October 1, 2014. Questions may be addressed to Rebecca Egger, Director of Academic Administration, Division of Arts & Humanities, College of Letters & Science, University of California, Berkeley; egger@berkeley.edu .
U.C. Berkeley has an excellent benefits package as well as a number of policies and programs in place to support employees as they balance work and family.
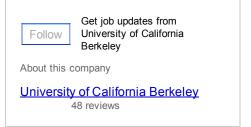The Division of Arts & Humanities is interested in candidates who will contribute to diversity and equal opportunity in higher education through their work.
The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, 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 .
Requirements Documents

- Resume/CV - Your most recently updated resume or CV

- Cover Letter

References 3 references required (contact information only)
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