

USC Leonard Davis School of Gerontology

**Job Posting: The UC Berkeley Osher Lifelong Learning Institute
May 5, 2006**

Job Position: Director

Department: UC Berkeley Osher Lifelong Learning Institute (UCB OLLI)

Organizational Overview:

The goal of the UC Berkeley Osher Lifelong Learning Institute (UCB OLLI) is to provide academic programming on the Berkeley campus to adults aged 50 and over via courses, lectures, and other intellectually stimulating events. We seek a director who can establish and manage a program that distinguishes itself with its academic excellence and vibrant sense of community.

Summary of Duties and Responsibilities:

- Build upon and enact the campus strategic plan for reestablishing a UCB OLLI, set to open in Fall 2006.
- Lead critical outreach to campus and community partners, such that the UCB OLLI is leveraging all campus resources and synergies.
- Develop and implement a marketing plan that identifies and pursues appropriate target audiences, also using University and general media for publicizing and interpreting OLLI to the public.
- Hire a full-time Administrative Assistant.
- In collaboration with a part-time Academic Coordinator:
 - Develop an engaging course curriculum that represents the best of Berkeley's intellectual resources
 - Recruit outstanding faculty to teach UCB OLLI courses.
 - Develop additional UCB OLLI programming, including lectures, cultural events, excursions.
 - Secure partnership agreements with other campus organizations such that UCB OLLI students have access to campus museums, libraries, cultural programs, etc.
- Convene and engage a UCB OLLI Advisory Committee - consisting of UCB OLLI students, campus and community leaders, and campus staff - that will assist in designing the vision and operations of a UCB OLLI.
- Recruit volunteers to assist in the UCB OLLI operations.
- Reach aggressive membership milestones.
- Coordinate all administrative aspects of the program.
- Develop, manage, and adhere to the UCB OLLI annual budget, in consultation with senior campus administrators.
- Fundraise for the UCB OLLI, with the campus central Development Office.
- Supervise staff, student employees, and volunteers.
- Interface with the Osher Foundation OLLI program staff.
- Participate in the regional and national network of OLLI programs.

Qualifications:

- Significant program development and management experience in non-profit, higher education, or equivalent settings required; background in field of lifelong learning preferred.
- Understanding of and appreciation for the importance of lifelong learning.
- Ability to work effectively with retirees, university faculty and staff, and community organizations.
- Community-building skills and experience working with a volunteer organization.
- Strong record in program planning, implementation, and assessment.
- Demonstrated record of combining administrative acumen with an entrepreneurial sensibility.
- Advanced or professional degree preferred.

Contact:

This position is classified as an MSP-II. Salary range for filling this position is \$61,700 - 86,850 (50th percentile):

To apply, please go to <http://jobs.berkeley.edu/>