

Project Manager - Faculty and Departmental Diversity  
Initiatives (7398U), Equity & Inclusion - 65874  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234798>

Downloaded On: May. 21, 2024 9:23pm

Posted Apr. 17, 2024, set to expire Jun. 30, 2024

**Job Title** Project Manager - Faculty and Departmental Diversity  
Initiatives (7398U), Equity & Inclusion - 65874

**Department**

**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Apr. 17, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Multicultural Affairs/Diversity

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**Job Description**

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**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.

The University of California, Berkeley, is one of the world's leading institutions of higher education,

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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 Division of Equity & Inclusion (E&I) leads campus wide efforts to transform UC Berkeley into a learning and working environment where everyone belongs and everyone thrives. We work with and for students, staff, and faculty to integrate equity, inclusion, diversity, belonging, and justice into all aspects of campus life. The Division provides leadership and accountability to resolve systemic inequities through engaged research, teaching, and public service, and by expanding pathways for access and success. We promote a healthy and engaging campus climate, and work to close opportunity gaps for our most marginalized groups. The Division's work encompasses direct service, programmatic support, and advice and consultation across all campus communities including undergraduate and graduate students, faculty and staff. A complete listing of programs and reporting units may be found at the E&I website: [diversity.berkeley.edu](https://diversity.berkeley.edu).

### **Application Review Date**

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The First Review Date for this job is: Tuesday, March 26, 2024

## **Responsibilities**

The Project Manager reports to the Director for Faculty & Departmental Diversity Initiatives and serves as the lead program/project administrator for a range of academic transformation initiatives, networks, and projects. The role combines programmatic and administrative responsibilities and requires a combination of project management expertise, administrative expertise, and content knowledge on diversity, equity, inclusion, belonging and justice.

### **PROGRAM MANAGEMENT AND COORDINATION:**

- Schedules, manages and tracks the overall calendar of events, convenings, seminars, retreats and meetings in E&I's Faculty and Departmental Diversity Initiatives portfolio.
- Manages the following:
  - Departmental planning for diversity, equity, inclusion, belonging and justice (DEIBJ);
  - Several key networks of DEIBJ leaders;
  - Departmental and divisional consulting on DEIBJ issues;
  - Training and professional development initiatives;
  - Organizing and supporting individual meetings with the Cabinet, Council of Deans, and other high-level University stakeholders, as requested.
- Handles overall project/program administration, including network and convening support; event logistics; communications both verbal and written; creation and dissemination of meeting materials; intake of departmental consulting requests; training coordination; program infrastructure development; ordering and reimbursements; and staffing of meetings.

### **WEBSITE AND COMMUNICATION:**

- Creates & maintains the primary web pages and microsites on the E&I site for Faculty and Departmental Diversity Initiatives (an Open Berkeley Website).
- Analyzes and updates policies and resources available on the website.
- Develops additional communication tools to support the Faculty Equity Advisors Network, Academic Chief Diversity Officers, Administrative Chief Diversity Officers, and other emerging networks and communities of practice related to the Division of Equity & Inclusion's academic transformation work.

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**CHANCELLOR'S AWARD FOR ADVANCING INSTITUTIONAL EXCELLENCE AND EQUITY  
(CAAIEE):**

- Manages yearly cycle for the CAAIEE award, which honors outstanding faculty contributions to diversity, equity, inclusion, belonging and justice.
- Runs the campus wide nomination and selection process, and plans/staffs the annual award reception, attended by approximately 100 campus leaders.

**AD-HOC AND SPECIAL PROJECTS:**

- Supports special requests, emerging projects, and one-time events related to DEIBJ for faculty, academic departments and/or academic transformation, both administratively and programmatically.
- Analyzes and reports post-survey data after meetings and events.
- Researches DEIBJ literature, as well as data from peer institutions to enhance best practices.
- Partners with Director for Faculty and Departmental Diversity Initiatives to develop tools and resources for deans, department chairs, faculty, staff, and departments.

**GENERAL ADMINISTRATIVE SUPPORT:**

- Provides administrative support to the Division of Equity & Inclusion overall, including purchasing, reimbursements, ordering and event logistics.
- Maintains familiarity with the complex campus systems to manage day to day activities.

**Required Qualifications**

- Demonstrated commitment and knowledge on issues related to equity, inclusion and diversity in higher education.
- Advanced project development and project management skills, including management of multifaceted portfolios.
- Advanced knowledge in a variety of administrative operational areas, such as event planning, information and materials management, risk management planning, website management, budgeting, and general accounting.
- Excellent communication and interpersonal skills to communicate effectively, both verbally and in writing, with a variety of stakeholders, including faculty, staff, and administrators.
- Advanced skills in active listening, critical thinking, and synthesis.

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- Research skills and experience, ideally in the area of DEIBJ and/or higher education.
- Experience working with higher education faculty, staff, and administrators, or equivalent experience.
- Thorough knowledge of and/or ability to learn campus processes, protocols and procedures.
- Intermediate to advanced knowledge of and/or ability to learn common campus-specific computer applications.
- Ability to multi-task with demanding timeframes.
- Ability to use discretion and maintain all confidentiality.
- Highly organized.
- Collaborative spirit, team player, and commitment to collective care and support.

**Education/Training:**

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

**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 \$80,000.00 - \$93,000.00.

- This is a 12-month, 100%, full-time (40 hours per week), contract position that is eligible for full UC benefits with the possibility of extension.
- This position is exempt and paid monthly.
- This is a hybrid position, eligible for up to 40% remote capability.

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### **How to Apply**

To apply, please submit your resume and cover letter.

### **Conviction History Background**

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### **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](#) 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.

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**Contact**

N/A

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