

Program Manager (7377U) - 9189
University of California Berkeley

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Job Title	Program Manager (7377U) - 9189
Department	
Institution	University of California Berkeley Berkeley, California
Date Posted	Jul. 23, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services Communications/Public Relations Fiscal Services Student Services
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Apply By Email

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, 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

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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 [\[url=https://apptrkr.com/get_redirect.php?id=1963758&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1963758&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get_redirect.php?id=1963758&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=1963758&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get_redirect.php?id=1963758&targetURL=https://strategicplan.berkeley.edu/\]](https://apptrkr.com/get_redirect.php?id=1963758&targetURL=https://strategicplan.berkeley.edu/)our Strategic Plan[\[url=https://apptrkr.com/get_redirect.php?id=1963758&targetURL=https://strategicplan.berkeley.edu\]](https://apptrkr.com/get_redirect.php?id=1963758&targetURL=https://strategicplan.berkeley.edu).

Application Review Date

The First Review Date for this job is: August 3, 2020

Departmental Overview

As part of UC's commitment to the Governor to increase both the quality and quantity of K-12 science and math teachers for California schools, the Office of the President created the UC Science and Mathematics Initiative (SMI) to address the serious shortfall of qualified and math teachers in California. The intent of the program is to prepare and support math, science, and engineering students who are interested in becoming K-12 math and science teachers. The UC Berkeley response to this charge is the CalTeach program for undergraduate science, technology, engineering, and mathematics (STEM) majors interested in exploring a career in education. Through our courses, students learn conceptual teaching skills and practice these methods in local K-12 classrooms. CalTeach offers the Science and Math Education minor as well as a unique opportunity for students to complete both a bachelor's degree and a California teaching credential as an undergraduate.

Responsibilities

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General Management:

- * Serve as the Program Manager for BSMI for all administrative services and program administration.
- * Supervise and manage work-study students and administrative staff, assigning them to specific tasks, coordinating multi-step processes across a variety of staff positions, monitoring efficiency, and reassigning priorities to meet deadlines within project areas as needed.
- * Recommend staff for training in appropriate campus systems.
- * Conduct annual performance evaluations for supervisees.
- * Administer facilities and space logistics.
- * Supervise business services activities including business and financial services, staff and academic HR, and research administration.
- * Serve as the point of contact between BSMI and campus departments, including, but not limited to, Campus Shared Services, Business Contracts Office, Contracts & Grants Accounting, and Sponsored Projects Office.
- * Interpret and comply with University policies, identify emerging administrative issues in BSMI, propose and systematically resolve solutions.
- * For formal contractual agreements, lay out the scope of work, develop agreements and/or addenda, predict financial impact for BSMI, and track progress.
- * Serve as approver for all financial transactions.
- * Work with BSMI Director to recruit, interview and hire staff and faculty as needed, which includes: develop and update job descriptions; oversee recruitment activities; and, appoint and reappoint Lecturers and Graduate Students for each academic term.
- * Prepare and submit annual Temporary Academic Support request.
- * Serve as the liaison with CSS on all HR and payroll activities.
- * Manage and audit payroll activities and review budgets.
- * Supervise staff to manage programmatic components of BSMI, including, but not limited to: Cal Teach course sequence, credential pathway, field placement process, internships/externships, and summer research opportunities.
- * Monitor efficiency.
- * Develop processes and tools to improve efficiency.

Financial & Grants Management:

- * Project and manage annual operating budget.
- * Develop and run financial reports to keep track of budgets as well as support grants management activities for proposal writing.
- * Prepare financial reports for internal use and for external funding agencies.
- * Research and respond to policies that outline what financial records are required for auditing by

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funding agencies and others; organize and store appropriate financial records; update BSMI processes for collecting and storing financial records as needed.

* In conjunction with BSMI Director and staff, participate in periodic strategic planning and work with staff to stay on track for project schedules and budgets.

* Develop and update a five-year budget projection used to identify gaps that guides the BSMI Leadership Team in determining what additional funding is needed.

* Represent unit within Math & Physical Sciences, College of Letters & Sciences, and on a variety of committees.

Research and Reporting:

* Using appropriate data and computer tools, carry out research and reporting projects related to BSMI.

* Manage Cal Teach database to meet research and reporting needs.

* Analyze data for faculty, staff, and external organizations as needed to support programmatic planning, writing grants and reports for funding agencies, as well as the efforts of the research team.

* Submit data and aggregate reports to external funding agencies.

* Administer surveys.

* Coordinate grant and research reports.

* Track deadlines for required reports, and coordinate staff to ensure completion of reports by deadlines.

Special Projects and Communication:

* Manage a variety of special projects associated with BSMI as needed. These include, but are not limited to, developing custom web-based applications, and a variety of projects associated with our collaboration with Cal Teach at UC Merced.

* Work with Director, faculty, staff, student organizations, and outside firms to develop and track ongoing communications, including outreach to the alumni network and student groups; redesigning and updating website; contacting university and local press to cover major BSMI accomplishments; managing social networking tools; and updating marketing strategies, recruiting tools and informational brochures on a regular basis.

Required Qualifications

* Knowledge of or ability learn University rules and regulations, processes, protocols and procedures for budget, account and fund management, as well as personnel management

* Knowledge of financial analysis and reporting techniques, human resources policies and procedures for staff and academic employees

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- * Knowledge of a variety of administrative operations activities such as events planning, basic fundraising processes, risk management planning, website design, accounting and payroll, and contracts and grants regulations and guidelines
- * Knowledge of or ability to learn University-specific computer application programs, such as BFS, HCM, BearBuy, BAIRS, CalTime, CalAnswers, SIS, and Phoebe
- * Knowledge of end-to-end project management
- * Strong analysis/problem-solving skills
- * Strong oral and written communication skills
- * Demonstrated experience building interpersonal relationships with staff, faculty, k-12 teachers and students, including listening, critical thinking, persuasiveness, advising and counseling
- * Aptitude for technical analysis, including the use of survey tools such as survey monkey, data management tools including Excel spreadsheets and databases, website development tools such as Dreamweaver, and social networking through Facebook and Twitter
- * Strong skills in multi-tasking and balancing competing priorities
- * Bachelor's degree in related area and/or equivalent experience/training

Preferred Qualifications

- * Familiarity with K-12 STEM education issues and approaches desired

Salary & Benefits

This is an exempt, monthly paid position. Annual salary is commensurate with experience.

For information on the comprehensive benefits package offered by the University visit:

[url=https://apptrkr.com/get_redirect.php?id=1963758&targetURL=https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

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

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employment contingent upon successful completion of the background check.

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 see:

[url=https://apptrkr.com/get_redirect.php?id=1963758&targetURL=https://www.eeoc.gov/sites/default/files/mig

For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get_redirect.php?id=1963758&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1963758]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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