

Program Coordinator (4722C) - 66806  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=233624>

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Posted Mar. 28, 2024, set to expire Jun. 30, 2024

<b>Job Title</b>	Program Coordinator (4722C) - 66806
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Mar. 28, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Fiscal Services Administrative Support/Services
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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](http://grow.berkeley.edu).

### **Departmental Overview**

The College of Letters and Sciences, Molecular and Cell Biology and the Haas School of Business have launched a bold new venture to bring together two of the campus's strongest, most competitive undergraduate fields. Graduates of the Robinson Life Science, Business, and Entrepreneurship Program (LSBE) will earn two undergraduate degrees—a B.S. in Business Administration and a B.S. in one of five Molecular and Cell Biology fields: Immunology and Molecular Medicine, Biochemistry, Genetics, Neuroscience, and Cell Biology. The annual cohort of 25 undergraduate students will receive mentoring and coaching, robust internship opportunities, and an integrated curriculum designed for these future technology leaders. When fully implemented, LSBE will have at least 100 undergraduate students who will pursue an especially rigorous academic and extra-curricular program.

### **Position Summary**

The purpose of this position will be to engage in general and administrative operations of the program

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and participate and as needed oversee marketing efforts within the University and externally with corporate partners and high schools.

### Application Review Date

The First Review Date for this job is: 04/09/2024.

### Responsibilities

- Supports the unit's administrative processes.
- Manages student and staff calendar.
- Books meetings and events for staff and students.
- Facilitates scheduling of meetings for the executive director.
- Coordinates and schedules interviews for students when required.
- Manages all aspects and operational needs of the student and staff office spaces.
- Manages booking/travel for alumni, guest speakers and office staff.
- Maintains and posts jobs on behalf of LSBE
- Provides guidance to student staff on projects, procedures, practices, and implementation of policies, including those which are particularly complex.
- Supports team meetings with agendas, notes, and follow-up.
- Responds to inquiries about program and ensures appropriate staff are notified of questions and concerns
- Supports budget preparation/tracking and other financial activities for unit.
- Reconciles budgets and processes invoices for a variety of vendors; is looked upon as main office resource for all expense and invoice processing.
- Creates purchase order requests and submits invoices for payment including nontravel/entertainment reimbursements.
- Reconciles application fees, deposits, and all payments/checks coming into the LSBE office
- Coordinates large, complex conferences/meetings/programs.
- Administers facilities and space logistics and manages equipment needs.
- Manages bookings for all events and works with both internal and external parties to ensure event spaces are adequately booked and managed.
- including event vendors such as catering, florist, among others.
- Manages mailing and shipment (e.g. shipping tablecloth & marketing collateral to admission event sites).
- Prepares correspondence and other written materials for department management and/or faculty requiring some specialized knowledge of the subject matter.
- Edits and proofreads written materials for content consistency.

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- Organize data and compile presentations (e.g., admissions data, student outcomes, course/curriculum impact, etc.), admitted student webinars, company meet and greets and other programming.
- Creates surveys and forms which are used for soliciting feedback from students on courses, events, and general programming.
- Provides results to program directors and other staff members as required.
- Works on sensitive issues, priorities, protocol, et cetera.
- Maintain advisory board member roster and contact information.
- Serve as main point of contact for meeting invitations, content dissemination, visits, etc.
- Works with program leadership to identify and pursue funding opportunities and revenue streams.
- Participates in the program budgeting and accounting processes to support financial infrastructure of program.
- Determines the need for general office equipment and supplies.
- May participate in contract negotiation and the preparation of RFPs requiring some subject matter knowledge of the materials/services.
- Develops and implements procedures for supply inventory and to keep equipment in good working condition.
- Orders all necessary office supplies, gifts for students, as well as food for students.
- Applies semi-complex spreadsheet formulas, pivot tables, and similar functions.
- Compiles and arrays spreadsheets using subject-matter knowledge of the material to ensure data results are consistent with the nature of the data.
- May analyze trends.
- Analysis that may be conducted includes comprehensive program data on programming, academics, career services statistics, and admissions statistics including data and metrics on class profiles and application trends.
- Works with department management to update/review/revise website to better communicate organization's mission, requiring substantive knowledge of organization's goals and objectives.
- Maintains and updates programs website, social media channels and external marketing content (online and print).

#### Professional Learning and Growth

- Embraces the principle of being a "student always" by engaging in opportunities for training, workshops, seminars, continuing education pertinent to the position, or at the suggestion of the supervisor
- Actively contributes to a team environment that fosters and promotes a culture of diversity, equity, inclusion, and belonging (DEIB) within the unit and at LSBE .

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- Engages in ongoing education to promote diversity, equity, inclusion & belonging by completing University sponsored certifications & training sessions (ie: MEP Workshop, Implicit Bias Certification, LinkedIn Learning workshops, and other workshops & seminars offered by the University, as they are made available) or by engaging in external seminars & resources related to DEIB.

### **Required Qualifications**

- Thorough knowledge in administrative procedures and processes including word processing, spreadsheet and database applications.
- Requires good verbal and written communication skills, active listening, critical thinking, multi-task and time management skills.
- Thorough knowledge of and/or can quickly learn, University rules and regulations, processes, protocols and procedures for budget, accounting and invoice processing.
- Working experience with a variety of administrative operational procedures and processes such as event planning, and contracts guidelines.
- Strong attention to detail and manages & prioritizes competing deadlines and tasks.
- Demonstrates discretion and maintains confidentiality.
- Familiar with balancing budgets, processing invoices, nontravel/entertainment reimbursements processing and other accounting and billing related activities.

### **Preferred Qualifications**

- Requires interpersonal and work leadership skills to provide guidance to other nonexempt personnel.
- Strong analytical skills to review current operational processes and make recommendations for improvements and make recommendations for further efficiencies.

### **Salary & Benefits**

This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid hourly and eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

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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 \$28.44 - \$31.15.

### **How to Apply**

- To apply, please submit your resume and cover letter.

### **Other Information**

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

- This is not a visa opportunity.

### **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

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orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the

[https://apptrkr.com/get\\_redirect.php?id=5135626&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5135626&targetURL=U.S. Equal Employment Opportunity Commission) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination 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.

#### Contact

N/A

University of California, Berkeley

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