

Center Manager (7377U) 70117
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=237348>

Downloaded On: Jun. 26, 2024 1:40pm

Posted Jun. 11, 2024, set to expire Jun. 30, 2024

Job Title	Center Manager (7377U) 70117
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jun. 11, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal 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, 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 [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.

Departmental Overview

The Center for Interdisciplinary Critical Inquiry (CICI) supports and develops interdisciplinary research and programming on the Berkeley campus and beyond. Established in 2013 by UC Berkeley's College of Letters and Sciences: Division of Arts and Humanities, CICI produces research activities across disciplinary and departmental lines, leveraging opportunities for exchange, programming, and dissemination within campus and to a global audience.

The Center Manager has primary responsibility for managing the full general operations, including financial operations, of the Center for Interdisciplinary Critical Inquiry. They manage CICI's annual budget which includes a wide range of fund sources including private gifts and extramural grants. They also manage all activities in human resources, IT, and facilities administration. In carrying out all of these responsibilities, the manager must exercise good judgment and employ long- and short-range strategic planning skills in support of the mission of CICI.

Application Review Date

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The First Review Date for this job is June 21, 2024

Responsibilities

- Develops, analyzes, prepares, and summarizes budgetary and financial information involving complex funding arrangements and a wide range of fund sources, including large extramural grants.
- Prepares budgetary components of grant proposals and reports. Conducts financial planning and projections and makes recommendations to the CICI Faculty director. Conducts financial administration of fellowships and grants programs. Collaborates with department managers to track, utilize and/or return CICI funds.
- Assist departments with administration of funds awarded by the CICI, including reaching agreements for the utilization of funds that comply with policies of the CICI and external granting agencies.
- Collaborates with UDAR and Gift Management, tracks, researches, and untangles problems related to donations to the CICI.
- Performs fund and expense transfers and journal entries. Serves as org node approver for unit transactions initiated by program staff. Serves as technical lead on financial operations in CalAnswers, BFS, UCPath, and other campus systems. Ensure financial integrity of funds by regularly reviewing expenditures and comparing to budget and ensuring funds are not in overdraft.
- Oversees processing of invoices, departmental awards, contractor engagements and other payments. Collaborates on processing honoraria, travel and entertainment, reimbursements. Performs expense tracking and budget reconciliation. Researches policies and procedures for unique payment scenarios, including those relating to international payees and contracts and grants.
- Manages HR administration. Coordinates and participates in a variety of human resources activities including employment, training, recruitment, classification, and ensuring the completion of forms and documents related to HR and payroll for the unit. Collaborates with leadership in assessing and supporting staffing and personnel needs and develops plans that consider future growth. Facilitates recruitments and coordinates hiring and onboarding processes. Develops efficient and effective human resources procedures and serves as a resource for the center on HR-related matters.
- Oversee a continuous improvement program for operations and administrative processes and procedures to ensure efficient and equitable use of resources and clearly defined roles and responsibilities.
- Coordinates and leads CICI staff.
- Serves on divisional committees, representing the CICI department/unit. Gather input and

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resources to address problems related to changes in campus systems, including SIS, UCPath, and BFS. These problems sometimes have significant consequences involving payroll and tuition & fees.

- Administers and conducts strategic planning for facilities, space, logistics IT, and manages equipment needs.
- Conducts and employs long- and short-range strategic planning in order to meet departmental goals.
- Provides logistical support to ICCTP Board, mostly in the form of coordinating travel, accommodations, and visas for annual Board meeting (5% or more as needed)

Required Qualifications

- Thorough knowledge of rules and regulations, processes, protocols and procedures for budget, accounting and fund management, and / or personnel management in a large university setting.
- Interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising and counseling skills.
- Knowledge of a variety of administrative operational activities such as event planning, basic fundraising processes, risk management planning, website design, accounting and payroll, and contracts and grants regulations and guidelines.
- Solid knowledge of common/comparable university-specific computer application programs.
- Ability to use discretion and maintain confidentiality.
- Strong skills in short-term planning, analysis, problem-solving, and customer service.
- Thorough knowledge of financial analysis and reporting techniques, and / or human resources policies and procedures for staff and academic employees.
- Bachelor's degree in related area and / or equivalent experience / training

Salary & Benefits

This is a full-time, career position with a hybrid telecommuting agreement, 2 days per week on site.

This position is eligible for the full range of UC 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

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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 annual salary range that the University reasonably expects to pay for this position is \$85,000 - \$98,500.

How to Apply

To apply, please submit your resume and cover letter.

Referral Source info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

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.

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



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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

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