

Senior Program Manager (7377U) - 70565
University of California, Berkeley

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Posted Jul. 31, 2024, set to expire Nov. 3, 2024

Job Title	Senior Program Manager (7377U) - 70565
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 31, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Facilities/Maintenance/Transportation Administrative Support/Services Research/Technical/Laboratory Finance/Investment Management
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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.

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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 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 Goldman School of Public Policy (GSPP) has 30 ladder-rank faculty, 12 emeriti faculty, more than 70 staff members, and more than 30 academic Lecturers. It occupies seven buildings (both on and off-campus) with more than 40,000 assignable square feet; within those buildings are eight classrooms and more than 100 offices.

The School is primarily a graduate school, with four degree programs at the graduate level: the Masters of Public Policy (MPP); a Self-Supporting Degree Program - the Masters of Public Affairs (MPA); the Masters of Development Practice (MDP); and our PhD program in Public Policy. GSPP also has an undergraduate Public Policy minor and a summer program for rising Senior undergraduate students, the Public Policy and International Affairs (PPIA) program.

The School's annual budget is approximately \$40M, made up of revenue sources such as current use

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and endowed philanthropy funds, contracts and grants, supplemental tuition from the MDP and MPP programs, self-supporting degree revenue from the MPA, and state funding.

The School is home to more than 10 research centers led by GSPP faculty: the Institute for Research on Labor Economics; the Center for Studies on Higher Ed; the Center for Environmental Public Policy; the Berkeley Institute for Young Americans; the Center on Civility and Democratic Engagement; the Global Policy Lab; the Possibility Lab; the Center for Security in Politics; the Berkeley Opportunity Lab; the California Policy Lab; the India Energy and Climate Center; the Risk and Resilience Research Lab, and others.

GSPP enrolls more than 1500 undergraduates annually in elective classes, and has more than 600 students in its undergraduate minor. The School has approximately 330 Master's degree candidates, 20 PhD students, and more than 3,000 alumni. GSPP hires more than 60 graduate student instructors, readers, lecturers and graduate student researchers annually. Its constituency also includes parents, friends and a number of organizations representing state, federal and local government and policy organizations.

GSPP has been ranked first among Policy Analysis schools in the US for more than 20 years by US News and World Report. GSPP is also consistently ranked as one of the top graduate schools of Social Policy, and ranked fourth nationally in the fields of Public Affairs and Environmental Policy & Management.

Position Summary

The Administrative Officer serves as the key administrative contact for the Center for Environmental Public Policy and the India Energy & Climate Center. Supervised by the Goldman School's Chief Administrative Officer, the incumbent is responsible for Center research support work, including the submission of annual quarterly budgets, grant proposals, creating and updating grant budgets for submission, and acting as liaison with central campus offices such as Sponsored Projects and Contract and Grant Accounting. This person will help day-to-day operations and projects move fluidly, while working on many tasks simultaneously; the incumbent will be involved in all administrative and financial aspects of the projects.

The incumbent will plan the logistics for high level environmental conferences and events from start to finish, which includes working directly with the Center's executive director on agenda items, attendees, and speakers for the programs. Once the agenda is devised and set, the incumbent will answer all questions from attendees and oversee event logistics. This person must be on site at all conferences

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and events..

The incumbent will also collaborate with specialized Public Policy student groups to host seminars on related and specific content related to Energy policy, invite speakers, secure rooms, and conduct all related outreach.

Application Review Date

The First Review Date for this job is: 07/10/2024.

Responsibilities

Research Center Oversight

- Oversees administrative operations for the centers.
- Carries out special projects, as needed in support of operational activities and campus-wide activities.
- Using subject matter knowledge, collects and prepares information for use in discussions, meetings of high-level management and external constituents.
- Assists Executive Director of each center on all administrative needs (e.g., scheduling, reimbursements, travel plans, conference organization).
- Develops and implements efficient and effective systems for managing information, projects, and communications to ensure accurate and timely response
- Ensures that projects, staff, and operations are in compliance with University policies, including those pertaining to accessibility, data security/privacy, and required UC training.
- Liaise with other Goldman School and campus administrative teams and offices as necessary.

Program Planning

- Independently plans, organizes and implements small, medium, and large -sized programmatic offerings, such as symposiums, conferences, seminars, and receptions and banquets.
- Ensures effective planning, coordination, and outcome for several larger and more complex events, such as stakeholder and donor dialogues.
- Organizes program agendas and develops marketing and publicity materials (announcements, invitations, seminar abstracts, etc)
- Consults with program sponsors on all details; formulates scope and develops and implements program budgets based on those discussions and sponsorship levels.

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- Develops programmatic invite lists, based on subject matter, donor interest, and previous attendance patterns.
- Manages all vendor registrations and insurance certification for program offerings, as required by campus policy.
- Manages programmatic RSVPs.

Human Resources

- Under general supervision from the School's Chief Administrative Officer, the incumbent manages the majority of staffing processes for CEPP and IECC, including:
- Full-time and part-time staff, Contract hires, and Graduate student researchers.
- Supervise student assistant(s), including assigning duties, overseeing work quality, and approving timecards.
- This includes consulting with GSPP's CAO on existing job descriptions; consulting with campus recruiters in regards to job postings; reviewing and interviewing applicants, working with Berkeley Regional Services for onboarding, and reviewing timecards for completion and timeliness as needed.

Fundraising, Contracts and Grants Administration, and Research Support

- Assists Executive Directors and affiliated academics with writing and submitting grant proposals, via PHOEBE and SPO.
- Oversight and management of projects, including scoping, editing and updating project proposals, communication with stakeholders, other staff and faculty.
- Understands and navigates the UC Berkeley contract and grants system, and acts as liaison with Sponsored Projects Office (SPO), Berkeley Regional Services (BRS) Research Administration Staff, Contract & Grant Accounting (CGA), and other campus agencies (e.g., Vice Chancellor for Research, the Internal Review Board (IRB) or Committee for Protection of Human Subjects (CPHS).
- Seeks funding opportunities and prepares relevant grant proposals in concert with principal investigators
- Supports center fundraising efforts, including providing input into grant and contract proposals
- Prepares, edits and modifies documents including research reports, presentations, and proposals.

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Budget and Finance

- Generates and manages fiscal year and quarterly budget reports for review by CEPP and IECC Executive Directors and the School's CFO.
- Generates and manages all contract and grants budgets once funding is received; works as primary point of contact for SPO and CGA for center funding. Collaborates closely with the School's CFO and Finance staff.

Facilities Oversight

- In conjunction with GSPP's Chief Administrative Officer, Facilities Manager and IT Director, coordinate CEPP and IECC space needs, desk and office assignments.
- Coordinate facilities and IT work as needed, including access to and maintenance of CEPP and IECC offices and equipment.
- Manage supplies, equipment, furniture, and logistics for on-campus and remote center staff.
- Liaise with off-site staff when problems arise, such as plumbing or network outages.
- Other duties as assigned, including mandated UC training.
- Occasional Evening or weekend work may be required.
- Occasional local travel may be required.
- This position is not eligible for 100% remote work.

Required Qualifications

- Familiarity with campus processes, protocols and procedures.
- Thorough knowledge of and/or can quickly learn common campus-specific and other computer application programs.
- Strong service orientation and ability to work proactively as part of a team.
- Excellent writing skills.
- Ability to communicate effectively with all levels of staff, faculty, alumni/donors, and government officials, students, and external constituencies, both verbally and in writing.
- Ability to meet deadlines and to respond to questions in a timely manner.
- Comfort and experience working in a high-pressure, fast-paced environment.
- Strong problem-solving skills.
- Demonstrated interpersonal skills.
- Ability to multi-task with demanding timeframes.

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- Ability to remain calm and maintain a professional demeanor at all times.
- Ability to work occasional evenings.
- Ability to use sound judgment in responding to issues and concerns.
- Knowledge and ability to plan, execute and manage high level programs from start to finish.
- Demonstrated experience managing client relationships, managing projects independently, meeting project timelines, and communicating with internal and external stakeholders in a productive and timely manner.
- Ability to take initiative and manage projects with minimal supervision, including strong time management skills and ability to meet tight deadlines required.
- Demonstrated customer service orientation.
- Bachelor's degree in related area and/or equivalent experience/training.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly 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.

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 \$80,400.00 - \$95,000.00.

How to Apply

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

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Other Information

- This is not a visa opportunity.

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

https://apptrkr.com/get_redirect.php?id=5385263&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/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

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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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