

Program Coordinator (4722C), Center for Korean Studies,
Inst East Asian Studies - 70251
University of California, Berkeley

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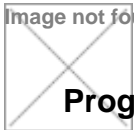
Posted Jul. 31, 2024, set to expire Nov. 4, 2024

Job Title	Program Coordinator (4722C), Center for Korean Studies, Inst East Asian Studies - 70251
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	Coordinator Professional Staff
Academic Field(s)	Multicultural Affairs/Diversity 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.

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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 Institute of East Asian Studies (IEAS) at UC Berkeley promotes teaching and research on East Asia and Southeast Asia in all disciplines and professional programs. The Institute and its regional centers sponsor a wide variety of activities including academic seminars, conferences and colloquia series, public lectures, cultural events, and other programs with the mission to foster interaction and facilitate deeper understanding among the academic, business, and professional communities on issues concerning the Asia-Pacific region.

Position Summary

In consultation with the Center for Korean Studies (CKS) Faculty Chair and Program Director, the CKS Program Coordinator (Blank Assistant 3) will independently manage the Center's large and vigorous visiting scholar program (20-30 scholars annually), including attending to the invitation process,

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securing appropriate visas, overseeing the arrival/departure process, as well as developing activities to enhance the visitors' academic experience at Berkeley (e.g. arranging field trips, organizing visiting scholar seminars, and other activities). The Program Coordinator also assists with conference/event planning, guest speaker travel arrangements, general center administration, and processes a variety of operational and financial transactions and services, such as travel and entertainment reimbursement requests, and purchasing of event and office supplies.

Application Review Date

The First Review Date for this job is: 06/27/2024.

Responsibilities

Manage Visiting Scholar Program

- Review initial inquiries to the Center, and determine the applicant's eligibility for the program. Refer appropriate candidates to the CKS Chair for review.
- Prepare requests to SHARE Region/Visiting Scholar and Postdoc Affairs (VSPA) for visiting scholar status for researchers and postdoctoral fellows.
- Determine needs of each scholar as to visa authorizations, sending out any required forms and/or letters of invitation and work with visiting scholars to secure visas.
- Advise faculty and foreign and domestic scholars/postdoctoral fellows.
- Resolve frequent complex problems, interpreting guidelines regarding visa/foreign scholar issues, including renewals, extensions, and special immigration situations.
- Correspond with all scholars and prepare for their arrival, contacting proper faculty to arrange for meetings, and managing visitor orientation.
- Allocate office space for CKS. Manage facilities, including furniture and IT needs.
- Act as a liaison throughout the campus with relevant offices such as SHARE Region, Berkeley International Office, VSPA, etc, and departments, independently providing guidance and interpretation (both written and verbal) of University policies, procedures and general navigation through Berkeley policies.

Under general supervision, organize conference logistics, and assist with other center events (lectures, symposia, conferences, and the like).

- Make travel arrangements, including complex international itineraries requiring visas.
- Complete ticket purchases through ConnexUC (the University's travel portal).

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- Negotiate contracts with vendors and supervise activities of caterer and staff assistants.
- Independently design and generate printed and online publicity.
- Correspond with all participants as needed to develop such materials.
- Attend to all aspects of planning.
- Choose venues, liaise with local staff, oversee duplication and mailing of papers to participants and attendees, and supervise local contractors.
- Following the event, process participants' travel expense vouchers and check requests for payment to vendors using appropriate campus procedures.
- Coordinate special events, such as celebrating a major center/unit milestone, anniversary, and the like.

Other Duties Assigned

- Works with department management to update/review/revise website to better communicate organization's mission, requiring substantive knowledge of organization's goals and objectives.
- Determines need for general office equipment and supplies.
- Orders supplies in consultation with Program Director.
- Provides guidance to other Administrative Assistants on procedures, practices, and implementation of policies, including those which are particularly complex.
- Under general supervision, prepares budget for contract and grant proposals.
- Administers contracts and grants with multiple fund sources.
- Assists principal investigators on researching, compiling, and preparing grant proposals.

Required Qualifications

- Thorough knowledge in administrative procedures and processes including word processing, spreadsheet and database applications.
- Knowledge of and/or can quickly learn campus policies and procedures to support effective operations of an independent Organized Research Unit, particularly in the areas of visiting scholar administration, fiscal operations, and events organization.
- Requires excellent verbal and written communication skills, active listening, critical thinking, multi-tasking and time management skills to manage work flow accordingly.
- Demonstrated administrative experience, tact and diplomatic skill to interact effectively with academic and faculty members from the U.S., Korea, and elsewhere.
- Intermediate to advanced skill and/or can quickly learn Bearbuy, Travel & Entertainment, and other UC web-based systems used for reimbursement, purchasing, and general center

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administration.

- Requires interpersonal and work leadership skills to provide guidance to other nonexempt personnel.
- Knowledge of and/or can quickly learn University business processes to process purchase orders, reimbursements, and other payments.
- Applies advanced knowledge of and/or can quickly learn immigration law, UC Berkeley visiting scholar administrative practices, keeping in mind cultural expectations/practices in Korea.
- Ability to take initiative, organize and prioritize tasks to follow through on projects with attention to detail, and meet deadlines.
- Ability to interact tactfully and professionally with diverse academic and diplomatic communities.
- Fluency in Korean to effectively manage visiting scholar program in which most participants have limited knowledge of English.
- High School Diploma or equivalent and/or equivalent experience/training.

Salary & Benefits

This is a 80% (32 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.

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 (Step 1) - \$34.14 (Step 9).

How to Apply

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

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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 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=5385681&targetURL=U.S. Equal Employment Opportunity Commission poster.

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

The [University of California's Anti-Discrimination policy](#).



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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

University of California, Berkeley

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