

Program Coordinator, Sustainability (4722C), Haas School
of Business - 71294
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242516>

Downloaded On: Aug. 10, 2024 9:12am

Posted Aug. 2, 2024, set to expire Nov. 28, 2024

Job Title	Program Coordinator, Sustainability (4722C), Haas School of Business - 71294
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	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, distinguished by its combination of internationally recognized academic and research excellence; the



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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

UC Berkeley's Haas School of Business offers a unique opportunity to champion new ideas, collaborate across boundaries, and continually learn in a workplace committed to increasing diversity and creating a welcoming environment for all. Our distinctive culture is captured within our four [Defining Leadership Principles: Question the Status Quo, Confidence Without Attitude, Students Always, and Beyond Yourself](#). These principles distinguish Berkeley Haas as a unique environment, conducive to teamwork, collaboration, and career growth.

For more information about the Haas School of Business visit: <https://haas.berkeley.edu/about/>

The Office of Sustainability and Climate Change at Haas ensures that Berkeley Haas is the preeminent business school in the field of Sustainability. Climate change and resource scarcity, growing public distress over income inequality and environmental injustice, and environmental and social sustainability have become a managerial imperative and a key leadership challenge for global business. This team drives operational, curricular, and research Sustainability functions for Haas.

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The Haas School of Business embraces flexible working arrangements for its employees. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

Application Review Date

The First Review Date for this job is: 08/12/2024.

Responsibilities

The Program Coordinator supports the Haas Office of Sustainability and Climate Change with program delivery, event organization, communications, and logistics. It provides administrative support to a team that takes responsibility for collaborating with faculty to expand research in sustainability topics; it supports existing sustainability-focused centers and initiatives (e.g., the Energy Institute at Haas, the Center for Responsible Business, the Sustainable and Impact Finance initiative, the Sustainable Food Initiative, and the Fisher Center for Real Estate and Urban Economics) to expand student experiential learning and curricular offerings; it develops partnerships with thought leaders and corporate partners, and it supports the marketing and career management groups to raise the profile of sustainability at Haas. The office supports degree programs in sustainability including the Graduate Certificate Program in Sustainable Business, the Summer Minor in Sustainable Business and the MBA/MCS concurrent degree program with the Rausser College of Natural Resources. Finally, the team manages sustainable operations at Haas and coordinates with campus, including certification and engagement for our Zero Waste buildings, Plastic Elimination policy and reducing energy, water, waste and carbon emissions in buildings, operations, transportation and procurement. One of this team's goals is to ensure that all Haas students, staff and faculty at Haas have a basic "literacy" in sustainability, understanding of the scope, issues, and framing of sustainability challenges and opportunities that they are likely to face in the future.

Coordinates large, complex conferences/meetings/programs including but not limited to:

- Sustainability focused speaker events, board meetings and conferences.
- The Michaels Graduate Certificate in Sustainable Business and MBA/MCS degree program including student information sessions, processes, forms and related communications.
- Haas Zero Waste and Single Use Plastic Elimination event support.

Works with the Office of Sustainability and Climate Change team to update/review/revise the Sustainability at Haas website to better communicate organization's mission, requiring substantive

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knowledge of organization's goals and objectives, including:

- Ensuring that student facing website and online materials on curriculum, programs and applications.
- Updating the public portion of the website with events invitations, school updates and industry news.

Prepares written materials for the Office of Sustainability and Climate Change team requiring some specialized knowledge such as:

- Speaker event invitations.
- Engagement with sustainability focused faculty and instructors.
- Funder and alumni updates.

Assists on researching, compiling, and preparing funding and grant proposals.

Other duties as assigned.

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 Haas.
- 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 or Haas, as they are made available) or by engaging in external seminars & resources related to DEIB.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.

Required Qualifications

- Experience developing written content and designing communication materials such as

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newsletters, websites, emails, PowerPoint presentations and flyers using software such as WordPress, Microsoft and iContact.

- Proficient in coordinating event logistics.
- Able to track project processes including timelines, deadlines and outputs.
- Demonstrated ability in building and populating complex databases.
- Excellent interpersonal skills, demonstrating a desire to promote diversity, equity, inclusion and belonging to establish and maintain positive & professional working relationships with colleagues, students and team members.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.
- Demonstrates an understanding of and commitment to diversity, equity, inclusion, and belonging in a business, organization or public university setting.

Preferred Qualifications

- Demonstrated interest in sustainability subject matter issues such as climate change, sustainable investment, energy, CSR, innovation or social responsibility.
- Experience researching and analyzing academic and industry content, research and data to create reports and summaries.

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.

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.



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The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$29.63 (Step1) - \$34.74 (Step 8).

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 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](#).

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

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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