

Program Coordinator (6299U) - 71214  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242534>

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

<b>Job Title</b>	Program Coordinator (6299U) - 71214
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 2, 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>	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 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](http://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. Its annual budget is approximately \$40M, made up of revenue sources such as current use 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

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Global Policy Lab; the Possibility Lab; the Center for Security in Politics; the Berkeley Risk & Security Lab; 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. Former UC President Emerita Janet Napolitano is a ladder rank faculty member at the School, and she has expanded the research in Security Policy, as well as enabling connections with heads of state and former heads of state, both in the United States and abroad.

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.

The Berkeley Risk & Security Lab (BRSL) at the UC Berkeley's Goldman School of Public Policy is an academic research center focused on the intersection of technology and security. The Lab conducts analytical research, designs and fields wargames, and engages with policy-makers and stakeholders in government, private industry, and civil society. A common theme throughout our research is examining how new technologies and capabilities-from dual-use technologies to those designed for military applications-might impact strategic stability and the prospects for international peace and security.

### **Position Summary**

Berkeley Risk and Security Lab is seeking a team member to help grow the lab by expanding its administrative capacity, supporting research projects, and representing the Laboratory to key partners and constituents under the oversight of the FD and LD. The person selected for this role will assist the Faculty Director and Lab Director in matters related to BRSL academic offerings, support the BRSL communications manager, and help plan and oversee BRSL events, workshops, and conferences.

This member of the team will serve as the primary academic contact for the Graduate Certificate in Technology and Public Policy, aiding the Faculty Director in syllabus preparations, and coordinating guest speakers for lectures. They will also be responsible for providing overall project management and support including but not limited to overseeing project timelines, preparing briefing materials for

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BRS� faculty and partners, managing reimbursements and billing activities as needed, booking executive travel, event management, and other projects as assigned. The selected candidate will also be responsible for supporting our research apprenticeship program participants.

### **Application Review Date**

The First Review Date for this job is: 08/07/2024.

### **Responsibilities**

- The incumbent will collaborate with the Faculty Director and Lab Director for BRS� to support the BRS� research portfolio, including the development of exercises and tabletop scenarios that rely on current academic research and risk assessment scenarios.
- The tabletop exercises are an applied game theory exercise, where professionals in security policy from various public agencies (state, local, and national origins) "play out" various emergency scenarios.
- Past tabletop exercises have taken place over several days, and involve the creation of a "playbook" after the fact, for reference and planning purposes.
- The incumbent will work to support all constituencies in these exercises, including scheduling meetings, coordinating logistics, booking travel, managing reimbursements, preparing briefing materials, booking meeting rooms and managing facility needs for these programs and exercises.
- The incumbent will have responsibility for routinely assigned financial reconciliation work, as related to BRS� finances and operations.
- This includes purchasing activities, tracking budget expenses and revenue, and working within the constraints of UCOP financial policies as it relates to Research Administration, and Travel & Entertainment expenses.
- The incumbent is expected to work with the Berkeley Regional Services staff for Purchasing and Research Administration tasks.
- Some liaison work with Sponsored Projects is also possible, depending on funding sources for the Center.
- The incumbent will undertake activities supporting BRS� programs, workshops and conferences, including organizing the monthly BRS� speaker series.
- The BRS� programs include onetime workshops, as well as the coordination of "immersion days" with students and hosting agencies, such as the FBI, Department of Homeland Security, and the CIA; the incumbent will work with BRS�'s center leadership and GSPP faculty, vetting the student applicant qualifications (as space is limited).
- The incumbent will also collaborate with GSPP staff and BRS� leadership to implement logistical arrangements for immersion activities that take place at the School, and outside of the immediate

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Bay Area; s/he will also act as facilitator between the student participants and prospective employers as appropriate.

- The incumbent will support the BRSL research apprenticeship program and manage graduate and undergraduate students and postdocs engaged in this effort.
- This includes soliciting applications for the programs; vetting, sorting and rating applications; the incumbent may also support faculty and the Center's leadership in identifying and promoting the program to other graduate student populations outside the Goldman School (e.g., Engineering, Business, Law, School of Information).
- The incumbent will be responsible for activities related to course planning deliverables, such as serving as liaison between the School's Student Services team and the faculty responsible for course delivery.
- May act as the lead academic contact for students and interested auditors for the Goldman School's Graduate Certificate in Technology and Public Policy.
- Collaborate with the School's scheduling staff, and ensure that classroom attributes and schedules are congruent with faculty and Graduate Student Instructor availability.
- The incumbent will aid the Faculty Director and instructional faculty in syllabus preparations for classes included as part of the Technology and Public Policy certificate program.
- The incumbent will coordinate bringing in guest speakers for class lectures, including travel arrangements, and processing travel reimbursements and/or honorarium payments for such speakers.
- Provide high-level administrative support for the Risk Calculus podcast, including scheduling, logistical arrangements, outreach to guests, and scheduling recording sessions.
- Oversee student employees as appropriate, training and mentoring them on assignments and administrative work.
- The incumbent will collaborate with the School's Communication team, and ensure that BRSL is branded and marketed according to policy across campus.
- The use of UCB/GSPP branding and marketing material will also be applied more broadly in policy arenas, and in the fields of politics, generational engagement and demographic studies, within constituency groups typically found outside of academia.
- Ensure that topical subjects and interesting guest speakers at BRSL are also available and publicized as part of the larger Goldman School presence and visibility strategy.
- Employ UC Berkeley's (and GSPP's) branding and marketing style when working with those agencies interested in role play and tabletop exercises is critical for extramural funding and agency contacts for the Goldman School's faculty, graduates and alumni.
- Support BRSL fundraising activities, including identifying and researching prospective funders.
- May require training and developing expertise with CADS, the campus system of record for fundraising and Development.

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- Work collaboratively with the School's Development Team so the Dean and Development team are aligned in fundraising strategies that support the Center.
- Other duties as assigned.

### **Required Qualifications**

- Thorough knowledge of basic concepts, principles, and procedures of building and maintaining effective relations with students, faculty, and internal and key constituencies.
- Thorough knowledge of and/or can quickly learn the Berkeley Risk & Resilience Lab, the Goldman School and the campus' mission, goals, objectives, programs, achievements, infrastructure and issues of concern.
- Demonstrated written, verbal and interpersonal communication skills, and the tact and political acumen to effectively represent the center, the School, and campus.
- Thorough research, analytical and critical thinking skills, including sound judgment and decision-making skills and skill to correctly identify real and potential problems, advising management as required, and proposing effective strategic resolutions.
- Skill in project management, including event planning and meeting deadlines.
- Demonstrated ability to manage administrative and operational processes, including purchasing, reimbursements, events management, and logistical oversight.
- Demonstrated organizational and project management skills to work successfully with clients to produce high quality programs and conferences that meet the center's needs and appropriately represent the campus.
- Highly developed interpersonal communication skills including political acumen and social perceptiveness.
- Bachelor's degree in related area and/or equivalent experience/training.

### **Salary & Benefits**

This is a 18 month, full-time (40 hours/week), contract appointment, eligible for UC benefits with the possibility of extension with continued funding. This is a monthly paid, exempt position.

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 salary or hourly range that the University reasonably expects to pay for this position is \$72,600.00 - \$86,700.00.

### How to Apply

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

### Other Information

- This is not a visa opportunity.
- This position is required to do annual mandated training.
- This position is not eligible for 100% remote work.
- Occasional travel and/or evening and weekend hours may be required.

### 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=5480685&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5480685&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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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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