

Program Operations Manager (7398U), Berkeley Public  
Health - 71405  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242831>

Downloaded On: Aug. 10, 2024 9:16am

Posted Aug. 7, 2024, set to expire Dec. 4, 2024

<b>Job Title</b>	Program Operations Manager (7398U), Berkeley Public Health - 71405
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 7, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff Professional Staff
<b>Academic Field(s)</b>	Administrative Support/Services
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**Job Description**

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**Program Operations Manager (7398U), Berkeley Public Health - 71405**

**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](https://grow.berkeley.edu).

### **Departmental Overview**

Berkeley Public Health (BPH) aims to improve population health, especially for the most vulnerable, through interdisciplinary collaborations, preeminent education, and transformational research. Established in 1943, BPH is a professional school on the UC Berkeley campus that comprises six academic divisions and nearly 30 research centers and programs. Our department's values include social justice, health as a right, challenging conventional thought, embracing diversity, and creating meaningful impact. We honor our principles of community by centering and valuing everyone in our community; prioritizing prevention while remaining grounded in social justice; promoting safety and respect; practicing self-care and kindness; and remaining optimistic, hopeful, and committed to change. Learn more at: [publichealth.berkeley.edu](https://publichealth.berkeley.edu).

The program operations manager will support both the career services (RISE Office) and social impact teams at Berkeley Public Health across a variety of program, budget, event planning, and

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communications processes. Collectively, these efforts advance the missions of these impact-driven teams, which oversee innovative student programs, experiential learning, and community partnerships. This role will research, analyze and develop solutions for a wide range of complex program processes including managing a range of internal operations, budgets and vendor agreements, logistics and planning for large events, and program communications through multiple channels. The person in this role will need to work well with a diverse set of people while demonstrating good judgment, attention to detail and excellent communication.

### **Application Review Date**

The First Review Date for this job is: Monday, August 19, 2024

### **Responsibilities**

#### Program operations

- Coordinate and oversee day-to-day operations including scheduling meetings, managing calendars, and maintaining program documentation, reserving conference rooms, coordinating facilities & space management
- Develop and implement policies and systems to advance services for students and other stakeholders
- Manage MOU and Affiliation Agreement approval processes to facilitate graduate student experiential learning opportunities
- Support internal team processes, including coordinating logistics for team meetings and hiring

#### Financial management, budget tracking and expenses

- Manage and monitor program budgets, expenditures, and financial transactions in accordance with university policies and procedures, in support of social impact grant program recipients
- Prepare expense submission, track expenses, coordinate vendor agreements and onboarding, oversee payment of honorariums, etc.
- Work closely with finance and administrative staff to ensure accurate and timely processing of invoices, reimbursements, and other financial transactions

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### Large event planning and convening

- Plan and execute large program events (typically larger than 75 people) including coordinating logistics, securing venues, managing contract with vendors, managing invitations to guests and attendees, overseeing event setup and breakdown and securing sponsors
- Collaborate with internal and external stakeholders to coordinate guest speakers, panelists, and facilitators for events, and ensure smooth execution of all event-related activities

### Communications

- Support program communications efforts, including drafting and editing program materials, newsletters, and announcements for distribution to a range of stakeholders (e.g., students, alumni, faculty/staff, community partners, funders/donors)
- Assist with development of proposals and reports for program stakeholders, including contributing to analysis, writing, and managing review process
- Maintain program websites and social media accounts, and assist with content development and updates for program stakeholders (e.g., student-facing resources)
- Provide research and support for The Other 80 podcast, a public health-focused podcast by the social impact team

### Additional

- Participates in workshops, trainings, and other professional development activities
- Other duties as assigned.

### Required Qualifications

- Strong interpersonal skills and ability to work effectively with diverse stakeholders and build collaborative relationships
- 3 years of experience in operations management, project management, or related roles, preferably within a higher education or nonprofit setting

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- Strong analytical and organizational skills and attention to detail, with the ability to manage multiple tasks and deadlines simultaneously
- Excellent written and oral communication skills
- Experience with budget and expense management, financial reporting, and compliance with policies and procedures
- Technical and digital literacy, including proficiency in Google suite
- Ability to maintain confidentiality, objectivity, sensitivity, discretion, professionalism, and exercise good judgment and tact
- Experience developing communications content
- Ability to work independently and in a matrixed role

### Preferred Qualifications

- Knowledge of or ability to quickly learn University-specific computer programs (e.g. Campus Solutions, Cal Student Central, Bearbuy, BFS, CalAnswers etc.) and policies, processes, and procedures

### Salary & 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 \$84,000.00 - \$92,000.00. The full pay-scale for this classification is \$72,600.00 - \$129,000.00.

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- This is an exempt, monthly-paid position.
- This is a two-year, full-time (40 hours/week), Contract position that is eligible for full UC Benefits.
- This position is eligible for up to 40% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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### **How to Apply**

To apply, please submit your resume and cover letter.

### **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.

### **Other Information**

This position is not eligible for visa sponsorship.

### **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.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

### **To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

### **Contact Information**

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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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