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Downloaded On: Aug. 31, 2024 10:16pm
Posted Aug. 23, 2024, set to expire Dec. 20, 2024

Job Title Project Manager (7397U), Berkeley Center for Green

Chemistry - 71571

Department

Institution University of California, Berkeley

Berkeley, California

Date Posted Aug. 23, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Research/Technical/Laboratory

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Job Description

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Project M

Project Manager (7397U), Berkeley Center for Green Chemistry - 71571

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

Berkeley Center for Green Chemistry's mission is to bring about a generational transformation toward the design and use of inherently safer chemicals and materials. We seek to embed the principles of green chemistry into science, markets, and public policy to safeguard human health and ecosystems.

This position will manage a new project as part of a unique collaboration between BCGC and the Department of Toxic Substance Control (DTSC), examining the environmental justice impact of several green chemistry initiatives. This project and collaboration are both new to the program and require a new position to manage the deliverables of this contract.

Application Review Date

The First Review Date for this job is: September 4, 2024

Responsibilities



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- In collaboration with our partner (DTSC) and BCGC, develop and execute project plans for Environmental Justice Assessment project, including scope, objectives, and timelines.
- Applies environmental health, public health, and some chemistry research concepts to perform
 analysis of data and systems pertaining to the creation and evaluation of tools used to assess
 environmental justice impact of chemical usage and substitution.
- Prepares, edits and modifies documents including research reports, manuscripts, presentations and proposals.
- Using subject matter knowledge, collects and prepares information for use in discussions, meetings of internal and external constituents.
- Coordinate project team activities, ensuring effective communication and collaboration.
- Provides recommendations and guidelines based on research, guiding decision-making around Environmental Justice Assessment in the context of hazardous chemical usage/replacement.
- Coordinates program planning and collaboration with program / project staff.
- Co-lead discussions presenting results to collaborators and stakeholders.
- Prepare and present regular project status reports to stakeholders and a final overview of results discovered in the project in a final report and roundtable with stakeholders.

Required Qualifications

- Working knowledge of or ability to quickly learn common organization- or research-specific and other computer application programs.
- Proficient in communication and interpersonal skills to communicate effectively, both verbally and in writing.
- Demonstrates ability to use sound judgment in responding to issues and concerns.
- Demonstrates ability to analyze, research and synthesize large amounts of data with strong attention to detail.
- Ability to prioritize tasks, problem-solve, and make informed decisions
- Experience in project management.

Education/Training:

 Bachelor's degree in Public Health, Environmental Science, Toxicology, or a related field; and/or equivalent experience/training.



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Preferred Qualifications

Advanced degree is a plus.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's Compensation & Benefitswebsite.

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 \$29.31/hr \$50.38/hr. This is a non-exempt, bi-weekly paid position.
- This is a 12-month, full-time (40 hours/week), Contract position that is eligible for full UC benefits.
- This position is remote friendly, eligible for 100% remote capacity within the United States.

How to Apply

To apply, please submit your resume and cover letter.

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



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orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the <u>U.S. Equal Employment Opportunity Commission</u> 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

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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