

Program Manager (7377U) 73269
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=246042>

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Posted Sep. 30, 2024, set to expire Jan. 25, 2025

Job Title	Program Manager (7377U) 73269
Department	Social Science Matrix
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 30, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Finance/Investment Management Graphic Design/Marketing Grant Writer/Technical Writer Fiscal Services 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

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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 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 Social Science Matrix is UC Berkeley's flagship institute for social science research. We provide an organizational framework, a "matrix" that supports cross-disciplinary projects pursued by more than 500 social scientists across the Berkeley campus research landscape and beyond. With Matrix as a catalyst, UC Berkeley social scientists have unique potential to generate effective solutions to global challenges like mobility, behavior change, social resilience, and governance.

Position Summary

The Program Manager for UC Berkeley's Social Science Matrix works closely with the Director to develop and implement strategic aims and plans over short, mid- and multi-year time frames to create and sustain a flexible and cutting-edge intellectual vision and event calendar for Matrix. This role

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involves a blend of program administration, event management, outreach, and development activities to create positive experiences and support the diverse needs of the academic community served by the Matrix. Ideally, the Program Manager will have a background, or advanced degree in the social sciences, have substantial experience with writing/editing, and be a thought partner to help the Director identify promising topics and speakers.

Application Review Date

The First Review Date for this job is October 10, 2024

Responsibilities

Program Administration & Management

- Collaborates with the faculty Director to conceptualize, create, and monitor programs and activities across the span of Matrix's research portfolio, ensuring alignment with the institution's strategic goals.
- Coordinates the call for applications and reviewers for Matrix programs, managing timelines, communications, and selection processes.
- Prepares detailed agendas and comprehensive reports for advisory board meetings, ensuring all necessary documentation and materials are available.
- Serves as primary administrative contact and point of support for the Director; efficiently funnels enquiries and time-sensitive items to appropriate personnel.
- Meets regularly with faculty fellows and occasionally attends research teams meetings to stay informed about ongoing projects and provide administrative support.
- Meets frequently with Matrix fellows and grant recipients to support their research and organize their events, offering guidance on logistics and planning.
- Participates in planning, organizing, and staffing program events of varied scope and complexity, some of which will occasionally take place during early evening or weekend hours.
- Develops and implements event budgets, monitors expenditures, and determines event staffing needs to ensure fiscal responsibility and adequate support.
- Coordinates and assists with event catering, AV services, and guest travel, accommodation, and reimbursement in collaboration with the events assistant.
- Researches and resolves vendor issues, processes invoices, and ensures timely payment for services rendered.

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Outreach and Engagement

- Collaborates with the Communications Director on the style, content, and functionality of Matrix media, including website, newsletter, and marketing, with the goal of promoting the mission and activities of Matrix.
- Produces content for reports, website, and media, highlighting the achievements and activities of Matrix programs.
- Works with the Faculty Director to research topics and guests, and develop interview questions for Matrix podcasts, ensuring content aligns with the institution's academic standards.
- Conducts interviews for Matrix podcasts and audits transcripts for accuracy, ensuring high-quality and professional presentations.
- Oversees outreach out to constituencies on campus to cultivate their participation in Matrix, fostering a sense of community and engagement.
- Promotes Matrix services for joint programming, center or research support, encouraging collaboration and interdisciplinary initiatives.

Space Management

- Maintains the physical space and enclosed event spaces, ensuring they are clean, organized, and ready for use.
- Serves as the point of contact for event space use for Matrix partners and acts as a liaison to groups utilizing the space. Communicates policies regarding the use of Matrix space to visitors and occasional users.
- Provides technical support for installed AV systems, setting up space for both Matrix and non-Matrix events.
- Manages scheduling and booking of event spaces, ensuring efficient use of facilities and preventing scheduling conflicts.
- Develops and implements procedures for supply inventory and to keep equipment in good working condition.

Development

- Works with the Faculty Director and the Social Sciences Division Development Team to assist in fundraising activities and events, identifying potential funding sources and developing proposals.
- Establishes and maintains relations with foundations and other institutional sources of post-

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- doctoral fellowships, cultivating long-term partnerships.
- Produces an annual report and other reports as needed for donors and important guests, showcasing the impact and success of Matrix programs.
- May assist with other fundraising related duties.

Required Qualifications

- Knowledge of university rules and regulations, processes, protocols and procedures for budget, accounting and fund management, and / or personnel management.
- Interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising and counseling skills.
- Knowledge of a variety of administrative operational activities such as event planning, basic fundraising processes, risk management planning, website design, accounting and payroll, and contracts and grants regulations and guidelines.
- Ability to use discretion and maintain confidentiality.
- Strong skills in short-term planning, analysis, problem-solving, and customer service.
- Thorough knowledge of financial analysis and reporting techniques, and / or human resources policies and procedures for staff and academic employees.
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse groups.
- Strong organizational and project management skills, with the ability to handle multiple tasks simultaneously.
- Experience with event planning and execution, including budget management and vendor relations.
- Ability to work in a team and adapt to changing priorities.
- Proficiency in the use of word processing, spreadsheet, and database applications.
- Bachelor's degree in related area and / or equivalent experience / training

Preferred Qualifications

- Solid knowledge of or can quickly learn common University-specific computer application programs.
- Knowledge of grant writing and proposal processes.
- Proficiency in using digital tools and platforms for communication, event management, and content creation.
- Knowledge of website maintenance and content updates,
- Proficiency in design for reports, flyers, and presentation production
- Advanced degree in the social sciences or humanities and / or equivalent experience / training

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Salary & Benefits

This is a full-time career position.

This position is eligible for the full range of 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 range that the University reasonably expects to pay for this position is \$88,000-\$105,000, annually.

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.

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](#)

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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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