

Program Coordinator (7397U), Asian American and Native  
American Pacific Islander-Serving Institution  
University of California, Berkeley

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Posted Oct. 2, 2024, set to expire Jan. 29, 2025

<b>Job Title</b>	Program Coordinator (7397U), Asian American and Native American Pacific Islander-Serving Institution
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Oct. 2, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Administrative Support/Services
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**Job Description**

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**Program Coordinator (7397U), Asian American and Native American Pacific Islander-Serving Institution**

### 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,

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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](http://grow.berkeley.edu).

### **Departmental Overview**

The Centers for Educational Justice and Community Engagement (EJCE) is collaborative charged with developing programs, activities, and strategies that promote students' academic progress and success by engaging them through intersectional and multicultural practices that acknowledge and celebrate their individual and collective experiences. The EJCE collaborative coordinates a series of academic courses and educational and multicultural activities through its centers & offices (African American Student Development, Fannie Lou Hamer Black Resource Center, Asian Pacific American Student Development, Chicanx Latinx Student Development, Latinx Student Resource Center, the Gender Equity Resource Center, Multicultural Community Center, Native American Student Development, and the Native Community Center). The collaborative is a key campus partner in helping the campus create an inclusive environment for student populations through intersectional and transformative practices and approaches focused on mitigating harm and promoting connections among and across diverse communities. Each partner space is steeped in rich and vibrant legacies and established community-centered praxes of educational justice: leadership development, access, activism, academic

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excellence and social justice. Our work reflects interconnected identities and experiences through our collective and individual commitments to support and advance future global leaders. The EJCE team is housed within the Division of Equity & Inclusion.

The Asian Pacific American Student Development (APASD) office supports student needs, creates academic community, and social opportunities to deepen understanding of racial, ethnic, and intersectional identities. APASD fosters critical dialogue across race and ethnicity; provides a sense of inclusion for students who perceive and experience Berkeley as unwelcoming; educates, advocates, and builds community across differences, and develops student leaders for an emerging multicultural world. APASD houses the Pacific Islander (PI) Initiative South, Southwest Asian and North African (SSWANA) Initiative, and Asian American Political Activation Program (AAPA).

The AANAPISI Program Coordinator will have a pivotal role in the APASD office in providing administrative and logistic support with the implementation of the Asian American, Native American Pacific Islander (AANAPISI) grant. This grant is awarded through the Department of Education (DoE) which aims to support the social, emotional, and academic success and integration of current and prospective Pacific Islander (PI) and Southeast Asian (SEA) students, specifically at UC Berkeley. The program coordinator position works collaboratively with the APASD Director, Pacific Islander Initiative (PII) Assistant Director, the Asian American Political Activation Program (AAPA) Assistant Director, the South Southwest Asian North African (SSWANA) Program Director, student interns, and reports directly to the APASD Director.

\*The term "Native American Pacific Islander" used by the federal government in this context means any descendant of the aboriginal people of any island in the Pacific Ocean that is a territory or possession of the United States. For more information, see federal definitions.

### **Application Review Date**

The First Review Date for this job is: October 14, 2024

### **Responsibilities**

#### **PROGRAMMING & LOGISTIC SUPPORT**

- Schedules and prepares agendas, supporting documents for AANAPISI meetings, and UC-wide/internal/external campus meetings.

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- In collaboration with APASD staff, students, and student interns, coordinates and plans large, complex AANAPISI-sponsored conferences and programs, such as Oceans Manifesting and Organizing Change (OMAOCh) Conference, Pacific Islander Transfer Mentorship Program, Summer Institute, Southeast Asian Student Organizing Retreat (SEASOR).
- Manages action items from AANAPISI meetings.
- Manages AANAPISI email account.

#### PURCHASING, PROCUREMENT, AND VENDORS

- Assists with purchases for AANAPISI events and programs.
- Prepares, submits, and monitors carts to purchase supplies in BearBuy and supplier/vendor purchase orders, contracts, and payments in BearBuy.
- Prepares, submits, and monitors reimbursements for AANAPISI travel, entertainment, and events.
- Prepares, submits, and monitors student stipends for AANAPISI.
- Provides information/troubleshoots on BearBuy and reimbursement processes, policies, and issues.

#### DATA AND REPORTS

- Creates evaluations for conferences and programs.
- Assists in researching, compiling, and preparing grant data for mid-year and annual reports.
- Prepares, edits, and modifies documents, including manuscripts, presentations, and proposals.

#### COMMUNICATIONS

- Works with APASD staff, APASD communication student interns, and the divisional Communication team to update/review/revise the website to better communicate the grants' charge and the organization's mission.
- Assists APASD office with communication about AANAPISI signature programs and coordinates efforts to communicate about AANAPISI services and functions externally and internally to other campus partners and community-based organizations.

#### Required Qualifications

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## ADMINISTRATIVE SKILLS

- Strong verbal and written communication skills.
- Interpersonal skills, including active listening and critical thinking skills.
- Skills in judgment and decision-making, problem solving, identifying measures of programs, and actions to improve programs.
- Multi-tasking and time management skills.
- Thorough knowledge of administrative procedures and processes, including word processing, spreadsheet, and database applications.

## INTERPERSONAL AND COMMUNICATION SKILLS

- Demonstrated ability to work effectively with diverse communities of students, staff, and faculty.
- Highly developed interpersonal and public communication skills, including political acumen, social/cultural perceptiveness, conflict transformation/management, and crisis intervention strategies.

## PROGRAM SKILLS

- Thorough knowledge and understanding of concepts, principles, and practices of multicultural, intersectional event planning and campus-community relations, including event design, organization, and production.
- Knowledge and experience in analyzing complex situations and identifying solutions to solve problems; skills and experience in developing and administering programs designed to meet the diverse needs of students.

## Education/Training:

- Bachelor's degree in related area and / or equivalent experience / training.

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### Preferred Qualifications

- Expertise and background in social justice, community organizing, Ethnic Studies, equity and inclusion, student leadership development.
- Experience working with Pacific Islander and Southeast Asian American students and communities.

### 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 \$37.24 - \$38.32 (Annual Salary: \$77,755.38 - \$80,000.00).
- This is a non-exempt, bi-weekly paid position.
- This is a four-year, full-time (40 hours/week), Contract position that is eligible for full UC benefits. Possible extension is contingent on continued funding.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor, and are subject to change based on departmental needs.

### How to Apply



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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.

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](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**



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