

Project Coordinator (7398U) 73388
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=246793>

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Posted Oct. 9, 2024, set to expire Feb. 5, 2025

Job Title	Project Coordinator (7398U) 73388
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 9, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Research/Technical/Laboratory
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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.

Departmental Overview

The Office for Faculty Equity & Welfare supports the full participation in academic careers for all scholars, through overseeing and promoting equitable hiring practices for academic employees, and supporting faculty over the full arc of their careers, including relocation to Berkeley, early career issues and concerns, mid career opportunities and into later career and retirement. The Office sponsors a number of programs and professional development opportunities for faculty, conducts cutting edge research on a number of faculty career-life topics, and creates and promotes initiatives to create institutional transformation in support of diversity, equity, inclusion, and belonging.

Application Review Date

The First Review Date for this job is October 21, 2024

Responsibilities

PROGRAM MANAGEMENT AND COORDINATION (55%): Schedules, manages and tracks the overall calendar of events, convening, seminars, retreats and meetings as part of the campus SEA Change Initiative. This includes supporting and managing the overall Initiative deliverables, as well as the following projects: Analysis of faculty teaching workload equity across dimensions of identity and

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rank; addressing barriers to leadership diversity by providing strategic structure to the process of developing and appointing department chairs; a writing groups and support program to promote protected writing time and a writing community for faculty; a mentorship training program that provides an equity-minded approach to mentoring and advising across the faculty career arc; support for faculty hired into "clusters" to create thriving intellectual communities; and a study of the effectiveness of particular pedagogical approaches to student learning outcomes.

In addition to tracking and scheduling, the incumbent will be responsible for handling overall project/program administration, including network and convening support; event logistics; communications both verbal and written; creation and dissemination of agendas, meeting materials and relevant resources; intake and vetting of project requests; training coordination; program infrastructure development; ordering and reimbursements; project budgeting; and staffing of meetings which will include note taking and follow-up on priority and critical tasks after meetings.

WEBSITE AND COMMUNICATIONS (15%): Creates & maintains the primary web pages for the SEA Change Initiative projects and programs, and supports updates and changes to the general OFEW website as needed. Analyzes and updates policies and resources available on the website, creating efficiencies with respect to procedures, and clarity in descriptions of both processes and resources for ease of understanding. Incumbent will ensure that information is presented in the optimally useful and effective way, and will adhere to accessibility & compliance regulations. Develops additional communication tools to support the SEA Change projects and OFEW.

AD HOC AND SPECIAL PROJECTS (15%): Supports special requests, emerging projects, and one-time events related to SEA Change and the goals and initiatives of the Office for Faculty Equity & Welfare, both administratively and programmatically. Analyzes and reports post-survey data after meetings and events. Researches relevant literature, as well as data from peer institutions to enhance best practices. Partners with the Director and other office staff to develop tools and resources for various stakeholders. Attends budgetary meetings, assists in managing costs of programming, and tracks program budget and expenditures.

OFEW ADMINISTRATIVE SUPPORT (15%): Provides administrative support for OFEW as needed, including document editing, program and event coordination and support, scheduling, technical support for OFEW managed systems, purchasing and reimbursements, software and other licenses, and event materials. Must become familiar with the complex campus systems to manage day to day activities.

Required Qualifications

- Demonstrated commitment and knowledge on issues related to higher education.
- Advanced project development and project management skills, including management of

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multifaceted portfolios.

- Advanced knowledge in a variety of administrative operational areas, such as event planning, information and materials management, risk management planning, website management, budgeting, and general accounting.
- Excellent communication and interpersonal skills to communicate effectively, both verbally and in writing, with a variety of stakeholders, including faculty, staff, and administrators.
- Advanced skills in active listening, critical thinking, and synthesis.
- Research skills and experience, ideally in the area of DEIBJ and/or higher education.
- Experience working with higher education faculty, staff, and administrators, or equivalent experience.
- Ability to use discretion and maintain all confidentiality.
- Strong analytical / problem-solving skills to address novel issues and suggest and implement appropriate solutions.
- Intermediate to advanced knowledge of common campus-specific computer application
- Ability to multi-task with demanding timeframes.
- Highly organized.
- Collaborative spirit, team player, and demonstrated commitment to collective care and support.
- Bachelor's degree in related area and / or equivalent experience / training

Salary & Benefits

This is a full-time 2-year contract position. This position is eligible for up to 50% remote work within the United States. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs and are subject to change.

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.



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The budgeted salary range that the University reasonably expects to pay for this position is \$79,700 - \$93,700, annually.

How to Apply

To apply, please submit your resume and cover letter.

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

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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