Project Manager (7398U) 74276
University of California, Berkeley

Job Title	Project Manager (7398U) 74276
Department	Center for Interdisciplinary Critical Inquiry
Institution	University of California, Berkeley
	Berkeley, California
Date Posted	Nov. 11, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
	Professional Staff
Academic Field(s)	Fiscal Services
	Finance/Investment Management
	Graphic Design/Marketing
	Communications/Public Relations
Apply Online Here	https://apptrkr.com/5791837
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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 Center for Interdisciplinary Critical Inquiry (CICI) seeks a project manager for a three-year grant from the Andrew W. Mellon Foundation titled "A Counter-Imaginary in Authoritarian Times." Through an interconnected sequence of collaborative projects, the initiative brings together academics, artists, activists, and other community members to develop concrete strategies, tools, and proposals to counteract new forms of authoritarianism in key areas throughout the United States.

CICI supports and develops interdisciplinary research and programming on the Berkeley campus and beyond. Established in 2013 by UC Berkeley's Division of Arts and Humanities, CICI produces research and academic activities across disciplinary, departmental, and divisional lines within campus and to a global audience. CICI supports the Program in Critical Theory, the International Consortium of Critical Theory Programs, the Berkeley Center for the Study of Religion, the journal Critical Times, the

Summer Minor in Digital Humanities, and the Environmental Arts and Humanities Initiative. We produce dozens of events each year, manage millions in grant funding, and coordinate academic, outreach, and publishing activities that bring together a diverse community of faculty and students from nearly 30 campus departments and schools.

Position Overview

The project manager is responsible for the planning, development, and administration of the multi-year program "A Counter-Imaginary in Authoritarian Times," a collaboration of the Center for Interdisciplinary Critical Inquiry (CICI), the International Consortium of Critical Theory Programs (ICCTP), and the Environmental Arts & Humanities Initiative at UC Berkeley, and the Critical Racial Anti Colonial Study Co-Lab (CRACS Co-Lab) at New York University. The project manager provides direction in operationalizing the goals and objectives of the project, manages the grant budget, coordinates a comprehensive program of events, develops and manages multifaceted web presence and communications, and serves as team lead for project staff. The project manager serves on the staff of the UC Berkeley Center for Interdisciplinary Critical Inquiry (CICI) and reports to the center manager.

Application Review Date

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

Responsibilities

Program Development and Administration:

Oversees all operational and administrative aspects of the program "A Counter-Imaginary in Authoritarian Times," at UC Berkeley. Implements goals, objectives, activities, and collaborations with project partners. Develop strategic vision and partnerships around a large university infrastructure and/or with external constituents, shepherding and implementing project objectives. Ensures that day-to-day operations are effectively and efficiently managed and that activities progress on schedule and within the prescribed budget. Assesses needs, develops and implements evaluation processes. Analyzes results, makes recommendations, and implements changes for program improvement.

Financial and Grants Management:

Responsible for managing the $2.6 million program budget. Analyzes financial data to make fund balance projections and assess the financial status of the grant. Applies thorough working knowledge

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of contracts and grants policies and procedures. Assists PIs in ensuring that funds are spent in accordance with the terms and conditions of the award and requirements of the funder, including those concerning the use of grant funds, fiduciary duties, reporting schedule, and record keeping. Assists PIs with non-technical components of narrative and financial reports. Works with UC Berkeley Sponsored Projects Office to administer subaward with external institution/co-investigator.

Program Communications:

Implements promotion of project activities. Engages in outreach and builds relationships with project partners to develop and cultivate networks. Plans, develops, and manages multi-faceted web presence which serves as a platform for engagement and network-building. Works with PIs and project partners to assess needs and expand content and functionality of websites to meet program goals. In collaboration with project team and contractors, produces content including videos, reading lists, archival resources, and pamphlets related to workshops and meetings.

Events Planning and Management:

Coordinates a comprehensive program of events including network meetings, public and faculty workshops, seminars, conferences, lectures, and cultural events in collaboration with program partners. Establishes and maintains annual public program calendar. Oversees travel and accommodations for visitors, venue reservations, and contracting of technical support.

Team Lead:

Serves as team lead for project staff which includes program coordinator and graduate student researchers who support research, publications, projects, events, and development and curation of web content. Establishes work standards, protocols, and procedures. Facilitates and oversees the work of contractors and vendors in the execution of web development and publishing services.

Required Qualifications

- Strong interpersonal communication skills (oral and written) and the ability to prepare accurate, concise reports.
- Thorough knowledge of event planning for small and large workshops and conferences.
- Analytical / problem-solving skills. Ability to research and analyze complex policies and procedures.
- Knowledge of common campus-specific and other computer application programs.
- Ability to manage multiple tasks and responsibilities simultaneously.

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

Preferred Qualifications

- Proficiency in web content management systems such as WordPress and desktop publishing (Adobe Creative Suite) strongly desired.

Salary & Benefits

This is a full-time, 3-year contract. Extension is possible with continued funding.

This position is eligible for up to 60% 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 full 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 $72,600 - $90,000, 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

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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 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

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University of California, Berkeley

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