

Program Manager, Part Time (7377U) - Math & Physical
Sciences
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=248860>

Downloaded On: Nov. 15, 2024 12:15pm

Posted Nov. 14, 2024, set to expire Mar. 13, 2025

Job Title	Program Manager, Part Time (7377U) - Math & Physical Sciences
Department	Mathematical & Physical Sciences
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 14, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff Part-Time/Temporary Staff
Academic Field(s)	Fiscal Services Finance/Investment Management Administrative Support/Services
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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place

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for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

Encompassing five academic departments, the Division of Mathematical & Physical Sciences (MPS) empowers scientists at all stages of their careers, from first-year students discovering the illuminating power of math to Nobel Laureates shedding light on the universe and all its contents. MPS seeks to expand our physical and mathematical understanding of the universe, from its microscopic substructure to its largest structures, from our own Earth to the edge of the universe and the beginning of time.

This position will be responsible for the administrative responsibilities associated with the "Shining Lights" leadership program for grad students and postdocs in MPS departments.

Under the direction of the Faculty Director of the Shining Lights Leadership Program, the position is responsible for all administrative operations associated with the program. Prepares for the launch of the program in January '25 by assisting with the application process, program communications and info sessions, maintaining the program's calendar, booking rooms and speakers, coordinating the faculty advisory board, tracking finances including creating detailed budgets, tracking expenses, and forecasting financial needs, communicating with participants, and implementing the structural goals of the program.

The expectation for the role is that it plays a crucial role in the overall success of the program.

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This is a 50-75% Variable FTE, 18-month contract position with the possibility of extension and/or conversion to career.

Application Review Date

The First Review Date for this job is: November 26, 2024 - Open Until Filled

Responsibilities

- Coordinate program speakers' activities, including invitations, scheduling, travel arrangements, and reimbursements.
- The position will manage the logistics for program speakers, including sending invitations, scheduling, arranging travel, and processing reimbursements. The role ensures seamless integration of speakers into the program and a smooth experience for all contributors.
- Develop, prepare, and monitor complex budgets and financial reports, ensuring compliance and recommending cost-effective solutions.
- The position handles the financial management of the program by creating detailed budgets, tracking expenses, and forecasting financial needs. This includes analyzing financial data to ensure proper allocation of funds and preparing financial reports for the Faculty Director, offering insight into potential funding gaps and suggesting cost-saving measures.
- Perform recharge administration, managing internal billing processes and facilitating financial transparency.
- The position will be responsible for managing recharge processes, ensuring accurate billing, chargebacks, and interdepartmental financial transactions. Coordination with central administrative units to resolve discrepancies and maintain financial transparency will be key. Coordinate communication strategies (email, Slack, etc.) for prospective participants, faculty advisory board members, and program stakeholders.
- Develops and executes a communication plan to ensure timely, consistent, and effective communication with prospective participants, faculty advisors, guest speakers, and other key stakeholders. This includes managing email announcements, responding to inquiries, and ensuring alignment with the program's overall goals.
- Oversee the master calendar for the program, ensuring alignment with strategic goals.
- The position will manage the program's master calendar, coordinating key events, meetings, deadlines, and milestones in alignment with the program's objectives. The ability to anticipate and resolve scheduling conflicts is critical to ensuring smooth operations.
- Administer facilities, space logistics, and equipment management, ensuring access to campus spaces for meetings and events.
- The position will coordinate the use of campus facilities for meetings, events, and workshops,

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managing room bookings and space logistics. Additionally, the role includes overseeing the maintenance and use of program equipment and ensuring that all logistical needs are met for program events.

- Assist in designing website content, drafting correspondence, and creating PowerPoint presentations for meetings and events.
- Assists in developing and updating the program's website, drafting professional correspondence for internal and external stakeholders, and designing PowerPoint presentations for meetings, workshops, and public events. Ensuring clear, consistent communication of program objectives is a key responsibility.
- Manage, plan, and administer a range of administrative operations for the program, ensuring the successful launch and execution each year.
- Oversees day-to-day operations, ensuring that strategic and structural goals are met. This includes managing short- and long-term planning, ensuring efficient workflows, and collaborating with both internal and external stakeholders. The position will liaise with the Faculty Director to identify priorities and manage risks, ensuring the program's overall success.
- Develop and implement inventory control procedures for supplies and equipment, ensuring they are maintained properly.
- The position will establish and manage systems for tracking supplies and equipment, ensuring regular audits and maintenance of program assets. Recommendations for upgrades or replacements will be made as necessary to keep operations running smoothly.
- Serve as the program's safety coordinator, ensuring compliance with safety protocols and emergency preparedness plans.
- The position will act as the safety coordinator, implementing and enforcing campus safety policies and ensuring the program's activities adhere to safety standards. The role will also involve creating emergency preparedness plans and conducting safety briefings.
- Support donor stewardship efforts by preparing reports, tracking contributions, and assisting with donor relations.
- The position will assist in maintaining donor relationships by preparing stewardship reports, tracking contributions, and supporting donor communications. The role will work closely with the Faculty Director to ensure alignment with development goals and successful donor engagement.

Required Qualifications

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

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- 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.
- Solid knowledge of common University-specific computer application programs.
- 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.

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 \$80,400 to \$112,900 yearly (\$6,700.00 to \$9,408.34 monthly), prorated. This is a 50-75% Variable FTE, 18-month contract position eligible for benefits.

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



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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.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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