

Program & Operations Coordinator (7398U), Basic Needs
Center - 75521
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251675>

Downloaded On: Jan. 15, 2025 6:46pm

Posted Jan. 15, 2025, set to expire May 14, 2025

Job Title	Program & Operations Coordinator (7398U), Basic Needs Center - 75521
Department	Basic Needs Center
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Coordinator
Academic Field(s)	Student Services Counseling Services
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Job Description

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Program & Operations Coordinator (7398U), Basic Needs Center - 75521

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 for students, faculty and staff.



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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

The Basic Needs Center acts as a virtual and physical hub that provides and connects students to essential services that impact health, belonging, and overall well-being. The Basic Needs Center team is committed to fostering belonging and justice on the UC Berkeley campus through a robust model that includes education, prevention & emergency relief programs in the core areas of basic needs: food security, housing security & financial stability.

The Basic Needs Center Program and Operations Coordinator is responsible for the oversight and coordination of the day-to-day operations and programmatic functioning of the Basic Needs Center. The responsibilities of this position require a comprehensive expertise in program coordination, operations, and student/community relations. A primary function of the Program and Operations Coordinator is to ensure the smooth workflow of program activities with a focus on the student experience and support. The Coordinator works in close relationship with other full-time team members to support the execution of a variety of BNC programs. The Program & Operations Coordinator is also responsible for the student staff service learning experience including coordinating meetings, trainings, professional development opportunities, and social events for the full cohort of BNC student staff.

Application Review Date

The First Review Date for this job is: January 27, 2025

Responsibilities

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- *Program Coordination: Coordinates the day-to-day programmatic activities of the BNC including coordination of daily BNC in-person programming and partner events. Duties include day-of event support, oversight of the event calendar, troubleshooting challenges, managing program and staffing workflow, as well as developing proposals and recommendations to guide and support a broader strategic direction for the BNC program model.*
- *Operations: Coordinates the day-to-day operational activities of the BNC including management of facilities and spaces. Duties include oversight of inventory needs for each space, ensuring cleanliness and maintenance of the spaces, acting as the point of contact for the building facilities staff and team, as well as managing the operational workflow of the distinct program spaces.*
- *Student Leadership: Recruits, trains and oversees a team of student staff working at the front desk. Duties include creating and maintaining the front desk schedule, hands-on troubleshooting, and student support/"customer service". Leads BNC student staff service learning experience. Duties include coordination of the student staff 1) orientation, 2) training, 3) full cohort meetings, 4) social events and 5) professional development opportunities.*
- Other duties as assigned.

Required Qualifications

- Strong program coordination/management skills.
- Strong communication skills to communicate effectively, both verbally and in writing
- Excellent interpersonal skills to build strong relationships with students, stakeholders and community members.
- Ability to work independently and collaboratively across different teams.
- Knowledge of social work, counseling, student affairs, and/or student life specialization.
- Strong analytical / problem-solving skills.
- Ability to multi-task with demanding timeframes.
- strong project and time management skills.
- Ability to use discretion and maintain all confidentiality.
- Staff management and supervision skills.
- Advanced knowledge of principles and procedures involved in risk assessment and planning.
- Strong attention to details.

Education/Training:

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



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Preferred Qualifications

- Master's degree and /or equivalent experience in social work, counseling, student affairs or higher education.

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 \$75,000.00 - \$90,000.00. This is an exempt, monthly paid position.
- This is a two (2) year, Contract (temporary) position that is eligible for full UC benefits.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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.



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Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Misconduct

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

Other Information

This is not a visa opportunity.

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](#).



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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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