

Program Manager (7377U) - 74523
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251727>

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Posted Jan. 16, 2025, set to expire May 15, 2025

Job Title	Program Manager (7377U) - 74523
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 16, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Fiscal Services Facilities/Maintenance/Transportation
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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 for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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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

College Writing Programs

College Writing Programs, within the Undergraduate Studies Division in the College of Letters and Science, is highly regarded in the writing community. Our faculty and students have close contacts with other departments and programs on campus, including Education, Berkeley International Students Program in Sociology, Summer Sessions, the Art of Writing, and many language and literature departments. The department consists of 45 faculty, all Unit 18 Lecturers, a director, curriculum planner, an academic personnel specialist, and several work study students.

Undergraduate Studies

The Division of Undergraduate Studies in the College of Letters & Science serves more than 20,000 L&S students, providing academic advising and support, undergraduate research opportunities, and access to interdisciplinary majors, minors, and other courses. Undergraduate Studies is organized into three primary areas that serve undergraduates in the College and from across the campus: Academic Engagement (comprised of Curricular Engagement Initiatives and the Office of Undergraduate Research and Scholarships), Undergraduate and Interdisciplinary Studies Teaching Programs (comprised of 3 majors and 5 minors, College Writing Programs, and Military Affairs), and the Office of Undergraduate Advising. Through these areas, the division serves as an incubator for new ideas, including co-curricular programs, degree programs and initiatives designed to provide hallmarks of a liberal arts education and support student success.

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College of Letters & Science

The College of Letters & Science (L&S) is the largest college on the Berkeley campus. It houses half of Berkeley's senate faculty and is home to over 22,000 students, including over 60% of all undergraduates on campus. L&S has six divisions (Arts & Humanities, Biological Sciences, Mathematical and Physical Sciences, Social Sciences, Undergraduate Studies Division and L&S Core), 38 academic departments, 57 undergraduate majors, 66 undergraduate minors, 8 masters degree programs, and 42 PhD programs.

Position Summary

This position supports the overall operations of the Program under the direction of the Program Director. Overall, the position provides analysis, logistic, administrative, and financial support, in addition to managing Program events.

Application Review Date

The First Review Date for this job is: 12/05/2024.

Responsibilities

- Manages and reconciles expenses and ledger for expenses; ensures correct allocations based on records and maintains control and reconciliation of R&C payroll (~\$4M) and supply budgets.
- Maintains the department's chart of accounts and other data management tracking tools.
- Identifies, investigates, analyzes, and resolves discrepancies.
- Reconciles funds using the campus reporting system and identifies and initiates adjustments required.
- Responsible for managing CWP's reimbursement and procurement activity.
- Independently prepares, tracks, reviews, and submits expense reimbursements and purchases supplies in BearBuy.
- Provides timely guidance and feedback to staff and faculty to ensure policies and procedures are upheld with all requests.
- Provides recommendations for internal practices to the Program Director and implements approved changes in local practices.
- Point of contact for Program facilities, environment, health, wellness and safety, equipment, and risk management and IT operating needs (keys, access, room/AV set-up, etc.) Oversees unit-specific renovation projects.
- Manage and oversee security (card keys, access, and alarms) and maintenance of office,

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- meeting rooms, and library space in Wheeler Hall office areas.
- Serve as Program safety manager and as building committee liaison.
 - Monitors financial status of department-related maintenance, repair, and construction projects, from beginning through completion.
 - Participates in audits of internal records and processes and prepares recommendations for changes as needed.
 - Operations Manager for all things space-oriented in the department including key access and controls, academic equipment, non-academic equipment and function.
 - Conducts equipment inventory and purchasing.
 - Facilitates all Telecom, L&S Facilities and campus facilities in conjunction with the Building Manager.
 - Safety manager responsible for ensuring the Program is safe and current on all safety requirements. Manages all space assignments in the department.
 - Supervises facility maintenance and develops plans for future physical space requirements in consultation with the Program Director.
 - Executes special projects assigned by the Program Director, coordinates programs (lectures, workshops, and conferences), plans and assists faculty coordinators with various events (Fall orientation meeting, student-facing events, etc.) and plans social events (Program gatherings, etc.).
 - Assists with logistics and records maintenance of various student programs, including the Berkeley Writing Assessment, the Chiang Research Festival, Berkeley Writers at Work, the R1A final portfolio assessment, etc.
 - Fields questions from faculty and students related to these programs.
 - Supervises the maintenance and updating of the Program website.
 - Gathers and takes initial actions to analyze data; may supervise student assistants, serves on committees representing the Program, and may need to learn current or new Campus systems to perform duties.
 - Reconciles funds using the campus reporting system and identifies and initiates adjustments required.
 - Serves as a backup scheduler and enrollment manager for CWP classes.
 - Coordinates with the Division HR specialists to ensure accurate information is transferred from the Program to the Division for updates in UCPath regarding appointments, reviews, and changes in workloads.

Required Qualifications

- Ability to multi-task with demanding timeframes, prioritize effectively, and meet deadlines.

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- Proficiency in Google docs, sheets, and Microsoft Excel.
- Strong computer skills, with proven ability to learn new technical skills quickly and proficiently
- Strong service orientation.
- Ability to effectively work both independently and in collaboration with others at varying levels of the organization.
- Solid knowledge of and/or can quickly learn 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 for staff and academic employees.
- Bachelor's degree in related area and/or equivalent experience/training.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for 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 annual salary that the University reasonably expects to pay for this position is \$80,400.00 - \$100,000.00.

How to Apply

- To apply, please submit your resume and cover letter.

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Other Information

- This is not a visa opportunity.
- 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.

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 orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the

https://apptrkr.com/get_redirect.php?id=5932721&targetURL=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



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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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