

Program Coordinator (7397U), Psychedelic Science
Center- 75406
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252188>

Downloaded On: Jan. 30, 2025 9:59pm

Posted Jan. 27, 2025, set to expire May 14, 2025

Job Title	Program Coordinator (7397U), Psychedelic Science Center- 75406
Department	Berkeley Center for the Science of Psychedelics
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 27, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator Professional Staff
Academic Field(s)	Graphic Design/Marketing Administrative Support/Services
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Job Description

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Program Coordinator (7397U), Psychedelic Science Center- 75406

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 UC Berkeley Center for the Science of Psychedelics (BCSP) is a new multidisciplinary research and education center exploring psychedelics for the benefit of all. Our work has three key pillars; 1) world-leading academic research into the role and nature of psychedelics, 2) a best-in-class training program for psychedelic facilitation, and 3) an agenda-setting program of public education & journalism about psychedelic science, history, politics, culture, and therapeutic value.

We are part of the Helen Wills Neuroscience Institute at UC Berkeley, while our faculty and staff have broad and multi-disciplinary interests across contemporary psychedelic research and practice. We have a small central team of staff, led by the Executive Director; the central team has a hybrid mix of on-campus and remote working.

Position Summary

The Program Coordinator at the Berkeley Center for the Science of Psychedelics (BCSP) is responsible for coordinating and supporting a variety of projects and events that support the Center's fellowship programs, public education, and community engagement initiatives. Working closely alongside the Program Director, this role emphasizes a partnership approach, prioritizing shared goals and mutual respect in project coordination and strategic planning.

Application Review Date

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The First Review Date for this job is: 01/22/2025.

Responsibilities

Project Management & Coordination:

- Support and execute a variety of high-impact, cross-functional projects related to the BCSP's fellowship programs, public education, and community engagement.
- Coordinate project timelines, deliverables, and objectives with internal and external stakeholders, ensuring deadlines are met.
- Develop and manage processes for tracking project outcomes, using a variety of project management tools.
- Track program expenses and provide regular updates to the team.
- Supports special requests, emerging projects, and one-time events both administratively and programmatically.
- Collaborate on brainstorming ideas for new and ongoing projects, supporting the Program Director in refining program design to align with the BCSP's strategic goals.

Event Coordination:

- Coordinate with UC Berkeley Event Services and external partners to manage event logistics such as venue selection, vendor coordination, registration, and communications materials.
- Serve as a primary point of contact for event stakeholders, maintaining clear communication before, during, and after events.
- Support smooth execution of program-related logistics and processes.
- Coordinate event staff, technical teams, and volunteers as needed.
- Assist in managing event costs and track program budget and expenditures.
- Represent the BCSP at public events, providing support to speakers, facilitators, and attendees.
- Evaluate event outcomes and identify opportunities for continuous improvement.

Administrative Support:

- Draft program announcements, summaries, and event invitations to promote the BCSP's programs and events, supporting internal and external awareness of key initiatives.
- Contribute to the development of the BCSP's online presence by gathering news, events, and updates for newsletters, social media, and the BCSP website.

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- Support the preparation of materials for meetings, including agendas, presentations, and post-event reporting.
- Coordinate logistics for speakers, fellowship judging panels, and other program participants, including travel arrangements and honorarium payments.
- Analyze and report post-survey data after meetings and events.
- Research relevant literature and data from peer institutions to enhance best practices.
- Partner with the center team to develop tools and resources for various stakeholders.
- Engage with the BCSP and UC Berkeley's systems and processes.
- Collaborate with the Finance & Operations Director, Executive Assistant and Communications Directors as necessary to ensure alignment.
- Additional duties as assigned.

Required Qualifications

- 2 - 4 years of experience in administrative support, project management, or event coordination, including experiences gained through non-traditional paths.
- Strong organizational skills and attention to detail, with knowledge of creating systems that are accessible to diverse stakeholders.
- Demonstrated ability to manage multiple projects simultaneously, ensuring that deadlines and objectives are met.
- Excellent written and verbal communication skills, with the ability to connect and engage effectively with people from a variety of backgrounds and experiences.
- Familiarity with a range of project management tools (e.g., Asana, Trello, Monday) and graphic design software (e.g., Canva, Adobe Creative Suite) and/or an openness to learning new tools.
- Ability to work collaboratively across diverse teams, with a focus on building mutual understanding and respect.
- Demonstrates the ability to use sound judgment in responding to issues and concerns in culturally sensitive contexts.
- Commitment to fostering an environment that is inclusive, diverse, and equitable, actively contributing to a culture that values different perspectives and experiences.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Prior experience working in a university setting, non-profit, or public education context.
- Familiarity with a range of graphic design software (e.g., Canva, Adobe Creative Suite).

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- Experience with budget tracking and expense management for events and projects.

Salary & Benefits

This is a 2-year, full-time (40 hours/week), contract appointment, eligible for UC benefits. This is a non-exempt position, which is paid biweekly at an hourly rate.

For information on the comprehensive benefits package offered by the University, please visit the University of California's https://apptrkr.com/get_redirect.php?id=5929434&targetURL=

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 hourly range that the University reasonably expects to pay for this position is \$35.91 - \$43.10.

How to Apply

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

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 30% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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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.

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:

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misconduct:

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

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

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=5929434&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

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

Contact

N/A

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