

Program Manager (7398U) - 75262
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252198>

Downloaded On: Jan. 30, 2025 11:35pm

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

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| Job Title | Program Manager (7398U) - 75262 |
| Department | |
| Institution | University of California, Berkeley Berkeley, California |
| Date Posted | Jan. 27, 2025 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Other Administrative Categories |
| Academic Field(s) | Research/Technical/Laboratory |
| Apply Online Here | https://apptrkr.com/5929483 |

Apply By Email

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 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.

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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

UC Berkeley Extension, the continuing education division of the University of California, Berkeley, has been building bridges between UC Berkeley and the public since 1891. UC Berkeley Extension serves the professional and continuing education goals of thousands of people each year. Extension's programs are an essential part of the University mission to: extend the research and scholarship of UC Berkeley to a global community; increase access to higher education for non-traditional, online and international students; and improve the workforce.

Position Summary

The Project and Policy Analyst (PPA) plays a important role in the academic success and growth of Extension public courses and programs. The PPA supports the Assistant Dean by providing expertise in research, data analysis and project management to enable the development and execution of complex academic programming.

Application Review Date

The First Review Date for this job is: 01/23/2025.

Responsibilities

- Proposes, leads and/or participates on policy and planning committees and working groups.
- Serves as manager of the Academic Policy Committee, and develops resources and policy guides to support the goals of the committee.
- Manages efforts with a variety of external and internal contacts to structure, plan and execute complex programs.

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- Provides project management, technical guidance and quality assessment of the project to keep all stakeholders on track.
- Coordinates implementation with cross-organizational departments or external entities as needed.
- Serves as project manager for established projects and new initiatives.
- Provides structure and organization to meetings, data sharing, and contributes to the synthesis and outcomes of team efforts.
- Provides analyses for complex budget, financial, academic, data, systems and resource projects working directly academic directors and managers.
- Designs and implements reports for the academic departments to track enrollments and revenue, certificate registrations and completions, and to optimize administrative processes.
- Provides interpretation of the analysis including trends and makes recommendations.
- Conducts post-implementation analysis to determine the need for further enhancements, finer distinctions and/or additional process/policy components.
- Gathers and reviews data or conducts research to guide decisions to improve the quality of our academic programs or the efficiency of implementation.
- Performs ad hoc, analytical studies on a wide variety of policies, programs and issues which are complex in nature.
- Shares all data with internal academic stakeholders to increase performance of the academic teams.
- Researches, monitors and analyzes regulations, legislation, research literature and UC policies for impact on the organization or initiative, and in doing so, supports decision-making on new program proposals and project initiatives.
- Researches and drafts complex proposals, reports, briefings, executive summaries, in collaboration and support of the Assistant Dean and SSALLEX.
- Establishes and maintains contacts internally and with external constituents for the collection and exchange of data.
- Contributes to the data governance committee which serves to determine resource utilization and support all data needs for Extension programs.
- Researches and summarizes best practices in field.
- Develops proposals and recommendations to guide and support a broader strategic direction for Extension public programs.
- Identifies data and other resources needed to guide better decision-making.
- Researches and analyzes processes and procedures, summarizes findings, policies and organizational structures in order to develop and/or implement changes and to provide consultative services to department administrators, partners and external stakeholders.
- Prepares directives, regulations, technical guidance, and other instructions for issuance to stakeholders.

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- Develops new programs, policies or procedures for possible implementation.

Required Qualifications

- Knowledge of and/or can quickly learn common organization- or research-specific and other computer application programs.
- Strong communication and interpersonal skills to communicate effectively, both verbally and in writing.
- Ability to use discretion and maintain all confidentiality.
- Analytical/problem-solving skills.
- Strong skills in analyzing, researching and synthesizing large amounts of data for preparing sound and relevant proposals/analyses.
- Ability to multi-task with demanding timeframes.
- Strong policy analysis techniques.
- Bachelor's degree in related area and/or equivalent experience/training.

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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 range that the University reasonably expects to pay for this position is \$75,000.00 - \$95,000.00.

How to Apply

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

Other Information

- This is not a visa opportunity.

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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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:

https://apptrkr.com/get_redirect.php?id=5929483&targetURL=

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

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

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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=5929483&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

Referral Source info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

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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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