

Manager, Professional Programs (6300U) - SCET 75866
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252342>

Downloaded On: Jan. 30, 2025 5:45pm

Posted Jan. 29, 2025, set to expire Jun. 30, 2025

Job Title	Manager, Professional Programs (6300U) - SCET 75866
Department	Pantas and Ting Sutardja Center for Entrepreneurship and Technology
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 29, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Educational Services
Apply Online Here	https://apptrkr.com/5961240

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.



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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 Pantas and Ting Sutardja Center for Entrepreneurship and Technology (SCET) is the premiere institution at UC Berkeley for the study and practice of entrepreneurship and technology innovation. SCET is globally recognized for developing the Berkeley Method, an internationally recognized approach to teaching technology entrepreneurship to undergraduate students, innovation to graduate students, and technology firm leadership to professionals and executives. If you are interested in new ventures or innovation on the Berkeley campus or beyond, SCET is the place to be.

The SCET Professional Program Manager position develops and implements strategies to manage and expand the impact of SCET Professional programs. As SCET Professional Programs have scaled, this position addresses the growing demand for programming. SCET Professional programs are integral to SCET's mission and represent growing engagement of industry with curricular and co-curricular programming.

This is a 100% FTE, 1-year contract position.

Application Review Date

The First Review Date for this job is: February 10, 2025 - Open Until Filled

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Responsibilities

40%

- May oversee all aspects of complex external relations programs, projects and events, including coordinating special programs and overseeing production of audio / visual or written and visual materials.
- Executes all logistical elements of assigned Professional programming and is responsible for providing all on-site and/or online support for programming inclusive of being physically present at in-person sessions and virtually present at online sessions. This position requires a high-touch, hands-on, superior customer service approach during programming to support participants, industry guests, faculty, and other engaged parties. This includes early morning registration, late evening session wrap-up, and occasional evening/weekend programming. This position is responsible for identifying session delivery needs and logistics and ensuring successful execution. This position is responsible for identifying and supporting facilitation of engagement activities and communication during programs.
- Responsibilities include participant and key stakeholder communication, participant engagement software platforms, program materials and readings including documentation and retention, delivering and assessing program evaluations, needs related to in-person and online media/AV/Zoom, securing and managing event space, catering, travel, visa documentation and export control procedures, lodging and parking needs, and managing all elements of in-person and/or online delivery and user experience.
- Works closely with the Marketing and Communications and Operations teams on developing branded program materials, preparing and ordering program supplies, coordination of operations related purchase orders, contracts, reimbursements and travel. This position is responsible for identifying event locations and associated program vendors. This position is responsible for effectively managing program developer, program delivery and speaker payment processing in a timely and organized manner.
- Identify opportunities for new program development by analyzing market trends, stakeholder feedback, and institutional priorities. Draft and present comprehensive proposals for new programs, ensuring alignment with SCET's strategic goals and professional programming objectives. Cultivate and maintain relationships with potential clients, industry partners, and other key stakeholders to identify and secure opportunities for collaboration and program sponsorship. Engage in proactive outreach and networking to expand SCET's professional program offerings, leveraging relationships to build long-term partnerships.
- Work closely with internal and external stakeholders to assess client needs, propose tailored solutions, and ensure mutual value creation. Monitor and follow up on program proposal

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feedback, revising as necessary to meet the needs of prospective clients and partners. Provide clear and professional communication to prospective and existing clients, ensuring superior customer service throughout the proposal and relationship-building process. Collaborate with the SCET leadership team and other units to integrate new programs into the broader SCET ecosystem.

30%

- Using institutional knowledge and awareness of [professionals] and other key constituency perception, designs, develops and implements short and long-term strategic plans, programs, events, and activities.
- Responsible for developing and implementing SCET Professional Programming. Manages multi-stakeholder programming execution and important elements of professional programming logistics and deliverables. This position develops timelines, project plans, content and secures speakers to execute effective and valuable programming for key constituencies. Communicates regularly with industry, academic, and other partners to ensure program schedule, logistics and activities are aligned with program objectives. Responsible for proactive communication with all stakeholders related to the pre-programming details and planning including, but not limited to, faculty, industry speakers, mentors, sponsors, and participants. Works closely with the SCET Director of Professional Programs, internal and external relationship developers, and SCET leadership team to ensure programming development aligns with SCET strategy and goals as well as upholds SCET operating guidelines and excellence. Develops and manages program budgets in partnership with the SCET leadership team.

15%

- Responds to professional program and other external constituent inquiries. Quickly and appropriately identifies, addresses, and mitigates unforeseen and / or rapidly unfolding events that may negatively impact relationships between the campus and various constituencies, keeping senior management appropriately advised and notified.
- Responsible for directly interacting with key stakeholders including, but not limited to, faculty, industry speakers, mentors, sponsors, and participants. This position is an outward facing role supporting SCET's professional reputation and values. This position interacts with top level executives and academics, ensuring superior customer service through all interactions.
- Provides timely and effective communication to all stakeholders, verbal and written. Responsible for implementing and managing participant interfaces (e.g. enrollment platforms, program

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engagement platforms, communication platforms, etc.) to efficiently communicate and deliver program materials, logistics, and schedules. This position is the first point of contact for key stakeholders.

- Responsible for fielding informational requests from the campus community and general public, delivering informational presentations about SCET professional programming, and identifies communication needs to promote greater awareness of SCET professional programs.

10%

- Analyzes, summarizes and / or reviews data, reporting findings, interpreting results and / or making recommendations.
- Responsible for creating, implementing and analyzing program assessment activities. This position is responsible for the promotion, collection, and timeliness of ongoing assessment activities. This position retains documentation of assessment details as well as provides high-level post program analysis and budget review with the SCET leadership team and other relevant stakeholders. Tracks metrics and maintains progress toward metrics in an archivable, comparable, and easily accessible format, presented regularly to the professional program team and other key stakeholders. Post-program analysis includes recommendations to the professional program strategy including identifying opportunities for new programming, expanding and improving existing programming, and determination of stakeholder interest in additional programming. Responsible for identifying and advocating creative solutions to programming topics, speakers, delivery methods, system platforms, activities, and operational needs.
- Responsible for utilizing findings and results to improve marketing efforts and materials (web and print) providing drafted content, marketing descriptions and event briefs, developing copy for web and social media, and making recommendations to the professional program marketing and communication strategy.

5%

- May mentor less experienced staff members.
- This position may support a team of student employees, including hiring, training, scheduling and ongoing management to ensure successful execution of their duties and timely completion of projects.

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Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Superior project management and organizational skills, with the highest level of attention to detail and deadlines.
- Thorough knowledge of all Google Suite products and MS Office applications.
- Knowledge of communication, collaboration, data, project, and material management platforms (e.g. Salesforce, Canvas, Airtable, Slack, Trello, Asana, etc.).
- Desire to contribute to a highly collaborative team.
- Ability to balance ever-changing special projects with ongoing job responsibilities.
- Must be able to work independently and with minimal direction, exercising own discretion in managing crucial elements of SCET's program services team operations.
- A strong customer service mindset.
- An efficient problem-solver with strong customer & faculty orientation.
- Exceptional interpersonal skills, including political acumen and diplomacy.
- Able to quickly and easily build strong relationships with diverse audiences, and work as a team-player.
- Comfortable working with a broad range of stakeholders, including international participants and University of California, Berkeley faculty members.
- Must be highly motivated, and have the ability to work on multiple projects and meet tight deadlines in a fast-paced, high-energy environment.
- Must be flexible, energetic and have a desire to be part of a fast -growing organization.

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.

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The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$88,900 to \$126,400 (\$7,408.33 to \$10,533.33 monthly). This is a 100% FTE, 1-year contract position eligible for benefits. This position is FLSA Exempt and paid monthly.

Other Information

This is a 100% FTE, 1-year contract position.

This position is eligible to be 100% remote.

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 Disclosure

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](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

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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](#).

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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