

Program Manager (Part-time, 4263C) 75936
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252733>

Downloaded On: Jun. 13, 2025 6:02am

Posted Feb. 5, 2025, set to expire Jun. 30, 2025

Job Title	Program Manager (Part-time, 4263C) 75936
Department	Linguistics
Institution	University of California, Berkeley Berkeley, California
Date Posted	Feb. 5, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Part-Time/Temporary Staff
Academic Field(s)	Finance/Investment Management Communications/Public Relations Administrative Support/Services
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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.

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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 Department of Linguistics, within the Social Sciences Division of the College of Letters and Science, is highly regarded in the linguistics community. Our faculty and students have close contacts with other departments and programs on campus, including Anthropology, Cognitive Science, Computer Science, Education, Native American Studies, Philosophy, Psychology, and many language and literature departments. We are home to several laboratories and a language archive. The department consists of 25 faculty, including adjuncts and emeritus, approximately 40 graduate students, and 130+ undergraduate majors. We also host post-docs, visiting scholars, researchers, and 6 staff FTE.

The Script Encoding Initiative (SEI) was started in 2002 to aid lesser-used writing systems -- including historic and modern minority scripts, gain a digital footing. It primarily does this by preparing research reports and technical proposals for submission to the Unicode Consortium, for inclusion in the Unicode Standard. The Unicode Standard is a character code underlying all modern digital communication; once a script is in Unicode, other public facing tools can be developed such as fonts, keyboards, spell-checkers, localized applications, and more.

SEI is the longest-standing independent academic voice in the Unicode Consortium, and a significant contributor to the standard. Of the 168 scripts in the latest release of Unicode, SEI has helped encode over 120 of them. It does so by working with a wide network of linguistic and technology experts within and outside of UC Berkeley and serving as a facilitator between these domain experts and standards makers.

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Over time, SEI's caseload and scope of research has grown significantly. We are thus expanding the team for the first time and seeking a Program Manager to help support our projects.

Learn more about SEI's latest work here:

- <https://linguistics.berkeley.edu/sei/>
- <https://type.today/en/journal/missingscripts>
- <https://ls.berkeley.edu/news/uc-berkeleys-script-encoding-initiative-wins-13m-grants-advancing-digital-inclusion>

Application Review Date

For full consideration, please apply by February 28, 2025. Application review will begin on/after this date.

Responsibilities

Script Database Management

- Maintain the SEI script status database to track the progress of 100+ scripts in the encoding pipeline, ensuring data is accurate and accessible to appropriate team members
- Serve as the point of coordination for active script proposals, ensuring accurate communication and task tracking across collaborators.

Administrative and Logistical Support

- Oversee schedules, meeting agendas, communication processes, and team workflows to promote efficiency.
- Take minutes at meetings and disseminate revised notes to team
- Serve as the primary point of contact for visiting scholars and research assistants

Financial oversight

- Review monthly financial reports to ensure accuracy and track budget performance.
- Submit payments on behalf of contractors and process reimbursements.
- Support the development and administration of contracts for script experts.
- Assist in drafting grant reports and proposals for new funding opportunities.

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Donor and Stakeholder Engagement

- Interact with individual donors, respond to inquiries, and mail acknowledgment items like posters.
- Organize SEI inbox and direct pressing inquiries to SEI leadership
- Track information on experts/stakeholders in SEI internal CMS

Website and Public Communications

- Manage public communication channels, including the SEI website, social media accounts, and blog.
- Update the website with script descriptions, progress reports, press coverage, and publications.

Special projects

- Assist with ad-hoc projects such as researching new script proposals, troubleshooting unexpected challenges, or exploring new internal workflow improvements
- Maintain relationships with on- and off-campus partners and identify new opportunities for collaboration or funding.
- Represent SEI in communications with external stakeholders as needed.

Required Qualifications

- Strong communication and interpersonal skills to communicate effectively, both verbally and in writing.
- Project management expertise to handle multifaceted projects with multiple stakeholders.
- Basic financial management skills to handle invoices, budgeting, and grant reporting.
- High level of comfort using organizational and publishing tools (MS Office Suite, Canva, Wordpress, Airtable, Notion, social media channels) and willingness to learn new platforms as needed.
- High attention to detail, demonstrating high level of accuracy and requiring minimum oversight for tasks.
- Bachelor's degree in related area and / or equivalent experience / training

Preferred Qualifications

- Knowledge of or enthusiasm for linguistics, writing systems, and the challenges of encoding scripts.

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- Background in navigating university systems or nonprofit organizations, including experience with grant-funded projects.
- Familiarity with technical standards (e.g., Unicode) and website accessibility or internationalization best practices.

Salary & Benefits

This is a 1-year, part-time (18 hours per week) limited position. Extension is possible with continued funding.

This position is eligible for primarily remote work within the United States with occasional travel to campus. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs and are subject to change.

This position is eligible for CORE-level benefits. For information on the 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 \$31.43 to \$37.61 (stepped rates).

Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

The automatic conversion to career status will not occur as the position into which the employee is hired is not an "ongoing" position, in that the position is established and funded for 18 months or less at

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any percent of time.

How to Apply

To apply, please submit your resume and cover letter.

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 E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

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

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](#)

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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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