

Summer Program Manager (04535U) Haas School of
Business 76382
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253549>

Downloaded On: Feb. 22, 2025 12:24pm

Posted Feb. 20, 2025, set to expire Jun. 30, 2025

Job Title	Summer Program Manager (04535U) Haas School of Business 76382
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Feb. 20, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Educational Services
Apply Online Here	https://apptrkr.com/6019045

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's Haas School of Business offers a unique opportunity to champion new ideas, collaborate across boundaries, and continually learn in a workplace committed to increasing diversity and creating a welcoming environment for all. Our distinctive culture is captured within our four Defining Leadership Principles: Question the Status Quo, Confidence Without Attitude, Students Always, and Beyond Yourself. These principles distinguish Berkeley Haas as a unique environment, conducive to teamwork, collaboration, and career growth.

The Berkeley Business Academy for Youth (B-BAY) introduces middle and high school students to the business world every year. Students are given an opportunity to experience campus life at UC Berkeley. The program fosters creativity, innovation, and collaboration through a project based curriculum. The B-BAY program is part of the Institute for Business and Social Impact (IBSI) at the Haas School of Business. The Institute's mission is to inspire and empower members of the Berkeley-Haas community to develop innovative solutions to pressing social and environmental challenges. There are both open enrollment and custom B-BAY sessions.

Application Review Date

The First Review Date for this job is: March 4, 2025

Responsibilities

Oversees the development and management of the BBAY Summer Programs, including two high school residential programs and one middle-school day program.

- Attract a diverse group of highly qualified students who apply to and ultimately enroll in the BBAY programs by marketing the program to likely enrollees. This includes reading and scoring student program applications.

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- Identify and secure necessary logistics for BBAY program, including housing, classrooms, food, transportation, handouts, etc.
- Identify and procure all necessary forms, waivers and instructional materials to ensure that the student participants and volunteers are in compliance with all UC safety procedures and Risk Management protocols.
- Ensure adherence to budget which includes the tracking of operational expenditures to meet revenue generation goals.

Makes recommendations for changes to programming and/or development of new activities services.

- Develop and continuously refine extensive and comprehensive curriculum materials for segments not taught by the faculty and syllabus for BBAY.
- Observe and solicit ongoing feedback from all BBAY academic year programs, fall and spring semesters, and make recommendations for future programming.
- Recruit faculty, PhD students, outside lecturers and volunteers to deliver program content.
- Collaborate with BBAY Program Director and Program Manager on all aspects of the program including syllabus development, student marketing/recruitment, reviewing applications, remote instruction platform delivery, faculty liaison, etc.

Supervise student and volunteer staff. Provide on-going coaching and support for BBAY program staff.

- Identify, hire and supervise the BBAY program staff who aid in the execution of the program
- Recruit volunteers who help deliver the BBAY program, including undergraduate, MBA and PhD students, as well as [Boost@Haas](#) participants
- Provide extensive on-going leadership, coaching, training and support to BBAY volunteers, faculty and staff to ensure that they understand youth development best practices, that they deliver programs that meet BBAY's goals, and that they function smoothly as teams
- Identify, recommend and supervise work study students who aid in administrative tasks.

Professional Learning and Growth

- Embrace the principle of being a "student always" by engaging in opportunities for training, workshops, seminars, continuing education pertinent to the position, or at the suggestion of the supervisor.
- Actively contribute to a team environment that fosters and promotes a culture of diversity, equity, inclusion, and belonging (DEIB) within the unit and at Haas.

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- Engages in ongoing education to promote diversity, equity, inclusion & belonging by completing University sponsored certifications & training sessions (Ie: MEP Workshop, Implicit Bias Certification, LinkedIn Learning workshops, and other workshops & seminars offered by the University or Haas, as they are made available) or by engaging in external seminars & resources related to DEIB.
- Exemplifies Haas Defining Principles: students always, confidence w/o attitude, question the status quo, and beyond yourself.
- Maintain knowledge of the Boost/BBAY business processes in order to provide back up to other support staff in the unit.

Required Qualifications

- Thorough knowledge of advising and counseling techniques.
- Knowledge of common computer application programs (e.g. Canvas, Canva, Airtable, Slack, STOVA, Microsoft suite, Google suite) and knowledge of University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Thorough knowledge of Student Affairs/Student Life specialization.
- Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
- Ability in problem identification, reasoning.
- Ability to develop original ideas to solve problems.
- Excellent customer service skills.
- Ability to multitask, verbal communication, written communication, organization.
- Ability to work occasional Saturdays, specifically during the summer months.
- Excellent interpersonal skills, demonstrating a desire to promote diversity, equity, inclusion and belonging to establish and maintain positive & professional working relationships with colleagues, students and team members.

Preferred Qualifications

- Exemplifies Haas Defining Principles: students always, confidence w/o attitude, question the status quo, and beyond yourself.
- Knowledge and experience in business, finance or entrepreneurship and/or youth development.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the

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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 salary range that the University reasonably expects to pay for this position is \$70,000 - \$83,200

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.

How to Apply

To apply, please submit your resume and cover letter.

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.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

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

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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](#) 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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