

**Alt Meat Lab Manager (7399U) - SCET**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=253638>

Downloaded On: Apr. 18, 2025 11:17pm

Posted Feb. 24, 2025, set to expire Jun. 30, 2025

<b>Job Title</b>	Alt Meat Lab Manager (7399U) - SCET
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Feb. 24, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Research/Technical/Laboratory
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**Job Description**

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**Alt Meat Lab Manager (7399U) - SCET**

**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

The Pantas and Ting Sutardja Center for Entrepreneurship & Technology (SCET) is the premier institution at UC Berkeley for the study and practice of entrepreneurship and technology innovation. Since 2005, SCET has created the foundation of Berkeley's entrepreneurship ecosystem including [SkyDeck](#), the [Fung Institute](#), the [Engineering Leadership Professional Program](#), [Global Venture Lab](#), and an extensive ecosystem of Silicon Valley and Global partners.

The Center is also known for developing the Berkeley Method, an internationally recognized approach to teaching technology entrepreneurship to undergraduates, innovation to Ph.D. students, and technology firm leadership to professionals and executives. As part of the Berkeley innovation ecosystem, the Sutardja Center also collaborates closely with the [Jacob's Institute for Design](#), the [Haas Business School](#), and the [CITRIS Foundry](#).

This role involves analytical studies on a variety of policies, projects, programs and issues in support of a function, research initiative, program and / or organizational unit, or in research of new or changing systems and programs. Assists in policy and program planning, development, administration, management and implementation; interprets, monitors and analyzes information regarding policies and procedures and provides consultative services to department administrators and other stakeholders.

***\*\*This is a 1-year contract opportunity with the possibility of extension and/or conversion to career.\*\****

### Application Review Date

The First Review Date for this job is: March 6, 2025 - Open Until Filled

### Responsibilities

30%

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Responsible for developing, executing and managing the SCET mentor in residence program. Creates a mentor training program inclusive of developing the curriculum, marketing and communications, and program materials and resources. This position is responsible for identifying, recruiting, vetting, onboarding, training, managing and retaining a pool of mentors to engage in SCET programs (academic, global, professional, community and applied labs). Develops and implements strategies to develop diverse participants in mentor training programs to expand the range of voices and perspectives represented in every program. This position is responsible for creating an operational playbook for the training program as well as developing and maintaining a mentor program CRM. This role will also develop opportunities for mentors to practice mentorship with the various SCET programs.

**30%**Responsible for program management and SCET deliverables of the Plaksha/SCET Global Partnership. Assess the program's effectiveness, recommending changes to program's content, and developing policies and procedures accordingly. Collaborates with all stakeholders to develop evaluation metrics to ensure long term success. In coordination with SCET leadership, this position will be responsible for managing and executing deliverables outlined in the Plaksha/SCET Global Partnership including, but not limited to:

- all aspects of curriculum design related to the successful execution of Challenge Lab as part of the Tech Leaders Program at Plaksha
- advise on the design of undergraduate Minor in Entrepreneurship
- advise on mentoring and industry engagement within the context of the Plaksha ecosystem
- identify SCET resources to assist Plaksha with recruiting and awareness of Plaksha programs in India
- as needed, assist in recruiting and referring SCET trained instructors

**25%**Engages in both short term and long term planning and serves as the main resource for mentor services for SCET programs (academic, global, professional, community and applied labs). Consults with SCET stakeholders to determine mentoring needs, sourcing mentors, developing mentor matching program, and conducting mentor assessment for continued engagement considerations. This position will create opportunities and materials to support mentee engagement with pool of mentors and the mentor training program. Activities may include, but are not limited to, class visits, workshops, themed lunches, readings, teaching discussions, one-on-one sessions, office hours, community activities, or other ways in which the mentor might share their knowledge. This position will serve as the lead SCET industry project mentor for high profile programs including, but not limited to SCET Professional Programs Engineering Leadership Professional Program (intra-corporate projects) and Emerging Tech Management Week.

**10%**

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Works with SCET leadership to identify and pursue funding opportunities and revenue streams. Participates in the program budgeting and accounting processes to support the financial infrastructure of said program.

**5%**Assesses the SCET mentor in residence program's effectiveness, and recommends changes to program's content, policies and procedures accordingly. In coordination with SCET leadership, this position will be responsible for developing evaluation metrics to ensure mentor program effectiveness and long term success. This position will be responsible for implementing assessment activities, based on evaluation metrics, to create program reports to assist in program development and strategic planning.

### **Required Qualifications**

- Bachelor's degree in related area and / or equivalent experience / training.
- Advanced knowledge of common organizational- or research-specific and other computer application programs.
- Strong communication and interpersonal skills to communicate effectively with all levels of staff and influence, both verbally and in writing.
- Ability to use discretion and maintain all confidentiality.
- Advanced project management skills.
- Thorough knowledge of organizational or initiative processes, protocols and procedures.
- Ability to multi-task with demanding time frames.
- Advanced knowledge of applicable policy analysis techniques.
- Advanced analytical / problem-solving skills.

### **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 yearly (\$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.

### **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**

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](#).

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

**To apply, visit**

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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

University of California, Berkeley

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