

Manager of Special Programs (7398U), Berkeley Public  
Health - 76625  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253989>

Downloaded On: Mar. 6, 2025 9:07pm

Posted Mar. 5, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Manager of Special Programs (7398U), Berkeley Public Health - 76625
<b>Department</b>	Berkeley Public Health
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Mar. 5, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager Professional Staff
<b>Academic Field(s)</b>	Institutional Advancement Communications/Public Relations Administrative Support/Services
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**Job Description**

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**Manager of Special Programs (7398U), Berkeley Public Health - 76625**

**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

Berkeley Public Health (BPH) aims to improve population health, especially for the most vulnerable, through interdisciplinary collaborations, preeminent education, and transformational research. Established in 1943, BPH is a professional school on the UC Berkeley campus that comprises six academic divisions and nearly 30 research centers and programs. Our department's values include social justice, health as a right, challenging conventional thought, embracing diversity, and creating meaningful impact. We honor our principles of community by centering and valuing everyone in our community; prioritizing prevention while remaining grounded in social justice; promoting safety and respect; practicing self-care and kindness; and remaining optimistic, hopeful, and committed to change. Learn more at: [publichealth.berkeley.edu](http://publichealth.berkeley.edu).

The RISE: Berkeley Public Health Careers & Leadership Office elevates public health professionals to lead from where they are through the innovative integration of experiential learning and impact-driven community partnerships. Among other offerings, the RISE Office provides wraparound support to MPH students who have a practicum requirement and offers a full range of career development resources for BPH graduate students and alumni, including career counseling, workshops, and other programs. Additionally, the RISE Office advances leadership development through donor-funded fellowships to train the next generation of public health changemakers.

### Position Summary

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The Manager of Special Programs oversees donor-funded programs for graduate public health students aimed at advancing student career development and public health workforce development. Located within the RISE: Berkeley Public Health Careers & Leadership Office, this position engages directly with students and coordinates diverse stakeholders, both internal and external to Berkeley Public Health (BPH), to achieve program goals. The Manager of Special Programs plans and executes programmatic activities (ranging from student recruitment to community-building and skill-based events), and develops and manages relationships with funders through meetings, reports, and proposals.

### **Application Review Date**

The First Review Date for this job is: 03/14/2025. For full consideration, please apply by 03/17/2025.

### **Responsibilities**

- Manage donor-funded career, leadership, and workforce development programs for graduate public health students; oversee programs and coordinate all internal and external stakeholders, including faculty and staff. This includes, but will not be limited to, one large (Blue Shield of California Fellows) and one small (Health Policy Advocacy Fellows) program.
- Manage stakeholder relationships, regularly meeting and communicating with key personnel and setting up periodic meetings between school leadership and philanthropic partners and convening for meetings and events as appropriate.
- Provide oversight of fellowship recruitment activities, including through communication and collaboration with staff and faculty.
- Design and develop program calendar and curriculum based on cohort needs and interests.
- Develop and execute program events, including for community-building and professional development purposes (e.g., skill-building workshops, networking opportunities, field trips); host and oversee planning for large-scale program events, including annual welcome and end-of-year receptions.
- Provide support to fellows related to their goals in the program; develop new resources and refer to existing resources as appropriate.
- Oversee program communications, including providing regular updates to fellows, contributing to reports and presentations for departmental stakeholders and school leadership, and leading development of annual report for philanthropic partner.
- Oversee program data collection and analysis, including to track student/alumni activity and to measure program impact; incorporate assessment through multiple methods (e.g., intake forms, pulse surveys, evaluations) to collect and analyze feedback from students to inform continuous improvement and implement changes to program activities.

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- Collaborate with development team on fellowship stewardship, reporting and renewal efforts; support donor development and stewardship for related aims, including proposal writing, report writing, and opportunity development.
- Oversee program budget, including monitoring and reporting activities.
- Other duties, as assigned.
- Participates in workshops, trainings, and other professional development opportunities.

### Required Qualifications

- Ability to communicate effectively, both verbally and in writing, with diverse student populations and other internal and external program constituents, including alumni, community partners, and funders.
- Ability to use sound judgment in responding to issues and concerns affecting students, community partners, and other program constituents; excellent problem-solving skills.
- Highly organized with advanced attention to detail.
- Ability to balance multiple priorities and follow through under set timeframes; demonstrated orientation toward being proactive, taking initiative, and working with ambiguity.
- Demonstrated interpersonal skills.
- Demonstrated orientation towards diversity, equity, inclusion, and belonging.
- Team-oriented mentality paired with the ability to work autonomously.
- Demonstrated political acumen in serving multiple internal and external program constituents.
- Ability to use discretion and maintain confidentiality.
- Working knowledge of Google Suite & MS Office computer application programs; experience with or ability to quickly learn database management systems and other web-based technologies (e.g., Zoom).
- Ability to incorporate the use of technology to deliver services and meet program needs.
- Ability to adapt quickly to changing needs and expectations of constituencies.
- Previous experience in program and event management.
- Bachelor's degree in related area and/or equivalent experience/training.

### Preferred Qualifications

- Previous experience supporting graduate/professional degree students.
- Previous experience managing external stakeholders, including in a philanthropic relationship.
- Previous experience writing reports and/or proposals, including for philanthropic partners.
- Master's degree in related area and/or equivalent experience/training.

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## 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.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$86,000.00 - \$92,000.00.

- This is a 2-year, full-time (40 hours/week), Contract position that is eligible for full UC benefits.
- This is an exempt, monthly paid position.

## How to Apply

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

## Other Information

- This is not a visa opportunity.
- This position is eligible for up to 40% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

## 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

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**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=6051465&targetURL=](https://apptrkr.com/get_redirect.php?id=6051465&targetURL=)

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[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 [https://apptrkr.com/get\\_redirect.php?id=6051465&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=6051465&targetURL=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](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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