

Program Coordinator (6299U) Job 77358 - Computational
Precision Health (CPH)
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255352>

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Posted Apr. 2, 2025, set to expire Jul. 1, 2025

Job Title	Program Coordinator (6299U) Job 77358 - Computational Precision Health (CPH)
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 2, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Finance/Investment Management Communications/Public Relations
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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.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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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

Computational Precision Health (CPH) is a new and growing department, pioneering a new discipline that joins the power of AI, clinical and public health excellence, and equity, leading a world-class academic training program, and delivering world-changing impact in hospitals, clinics and communities. CPH leverages the world leadership in computer science, engineering and statistics at UC Berkeley, in clinical care, research and informatics at UCSF, and in population health at both institutions to transform personal and public health through computation.

CPH's novel bi-campus departmental structure joins over 70 computational and health faculty from both institutions into a singular unparalleled intellectual community, and recruits new world-class faculty into joint appointments at both UCSF and UCB. Academic programs that bridge the two campuses train a new class of talent to think and live at the intersection of health and computation, and CPH faculty, students and staff work to deploy solutions that center human values, fairness, and real-world impact.

Managed by the Senior Administrative Officer, the Program Assistant will provide essential support in three key areas:

CPH Event strategy, planning and execution: This includes planning and execution of CPH events (in person and virtual) including an annual CPH conference, strategic industry alliance events, CPH seminars, invited lectures and other series, and regular meetings of the Strategic Advisory board and CPH Augmented Graduate Group. This will involve significant project and budget management, planning and execution in partnership with CPH staff, and both internal and external stakeholders. The

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Program Coordinator will also: recruit and manage work study student(s) and may supervise other staff; develop and prepare events budgets and reporting; manage publicity outreach related to events; develop and maintain partnerships with co-sponsors, vendors, and stakeholders; provide logistical and technical support on the day-of events, and may supervise event volunteers.

Communications: The Program Coordinator will manage processes to develop and share communications content within both internal communications (CPH brand management, updates to CPH content on UCSF and UC Berkeley webpages, departmental graphics and signage) and external communications. This includes development of materials for public events, CPH website updates, faculty and student recruitment, and other marketing initiatives. The program coordinator will develop market analysis, including trends, approaches and resource planning for communications, and will supervise work study students/interns responsible for executing social media strategy. Program Coordinator will manage CPH website updates, search engine optimization, and partner on future website redevelopment.

Administrative Services: The Program Coordinator provides essential support to CPH operations and CPH faculty co-Directors, including scheduling and calendaring support for events, meetings, managing in-office operations such as request to access to CPH office space and affiliation, equipment needs, and general meeting support. The Program Coordinator incumbent will manage purchasing and reimbursement requests for CPH program initiatives and select student/faculty requests.

This is a one-year contract appointment

Application Review Date

The First Review Date for this job is: 4/14/25 - Open until filled

Responsibilities

This is a one-year contract appointment

35% Plan, coordinate, manage and execute CPH events on and off campus, including managing vendors, processing invoices, scheduling and communicating with speakers/key individuals and collaboration with program / project staff, and preparing speakers bios, invitations, outreach and other event materials. Support outreach to and prep of materials for industry partnerships. Facilitate events on-site at UC Berkeley, UCSF and off campus locations, and online. Provide technical support for events, including A/V, and post even recording distribution. Monitor developments in the digital and computational health field and assist in identifying opportunities for CPH engagement. Develop and

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prepare events budgets, and provide regular reporting. Supervise work study students, and may supervise event volunteers and temporary event staff. Research, implement and analyze strategies for marketing CPH events to internal and external audiences to cultivate audience and contribute to raising public profile through events.

25% Manage a range of administrative functions for CPH general operations and CPH co-Directors including purchasing and reimbursement, select travel arrangements and reimbursements, scheduling meetings for CPH recurring operations, manage CPH building access and intercampus affiliation requests.

20% Manage processes and execute external communications, including CPH website updates and maintenance, and site optimization. Partners with relevant subject area experts in content creation related to CPH research, training programs, events, and other initiatives. Develop and analyze data on external communications audiences and reach, and contribute solutions for improvement. Assist with monitoring and analysis of developments in the digital and computational health field, and opportunities for CPH engagement. Supervise work study students focused on communications, website design, and video production.

10% Develop and execute processes for routine review and updates to CPH content on affiliated pages (graduate divisions, course catalogs, etc.) Facilitate CPH brand standardization (logo, mission statement, photos, etc.) within CPH materials and communications. Prepare items from CPH communications streams to be shared on UCSF and UC Berkeley partner communication streams (newsletters, etc.).

5% Participate in professional learning and growth, including engaging in professional development related to this role, and active contribution to a team environment that fosters diversity, equity, inclusion and belonging.

5% Supervise a small staff of student employees, and event staff or volunteers.

Required Qualifications

- Strong skills in short-term planning, analysis, and problem solving.
- Proficient in communication and interpersonal skills to communicate effectively, both verbally and in writing.
- Excellent organizational and time management skills.
- Proficient in ability to multi-task with demanding timeframes.
- Experience in communications, marketing or outreach, including development of written and

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social media materials.

- Excellent administrative skills. Proficient in google office suite of products, Microsoft office suite, as well as productivity and meeting management tools.
- Demonstrated ability to use sound judgment in responding to issues and concerns.
- Proficient in ability to use discretion and maintain all confidentiality.
- Demonstrated ability to work with a diverse population in a dynamic work environment to establish successful relationships.
- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Knowledge of financial analysis and reporting techniques.
- Experience organizing, executing, administrating events, both virtual and in person.
- Project management experience/education.
- Working knowledge of and/or can quickly learn campus-specific policies and applications.

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 salary or hourly range that the University reasonably expects to pay for this position is \$76,950 - 94,050.

- **This is a one-year contract position. Contract positions may be extended based on operational demand. Contract positions are eligible to participate in the health and welfare programs offered by UC Berkeley.**

Referral Source info

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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.

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.

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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

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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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