

Program Administrator, California - China Climate Institute
(4263C), Berkeley Law - 76956
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255681>

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Posted Apr. 15, 2025, set to expire Jul. 1, 2025

Job Title	Program Administrator, California - China Climate Institute (4263C), Berkeley Law - 76956
Department	Berkeley Law
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Graphic Design/Marketing 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

At Berkeley Law, we are committed to excellence in education and scholarship, as well as equality of opportunity. We believe we have a responsibility to use our substantial intellectual capital to help solve real-world problems and to create a more just society through clinics, research, and policy engagement. We believe that a Berkeley Law degree is a tool for change, both locally and globally, and that we should be educating the leaders of tomorrow. We maintain an environment that nurtures academic and personal growth, respects a diversity of ideas, and stimulates independent thought and critical reasoning. Building upon its history of and commitment to public service and research, Berkeley Law is home to leading environmental and energy law and policy curricular programs that provide dedicated students with a broad base of expertise in the fields. It is also home to the Center for Law, Energy & the Environment (CLEE), which leverages the expertise and creativity of the faculty, staff, and students in applied research that produces pragmatic policy solutions to critical environmental and energy challenges.

The Program Administrator is responsible for administering the day-to-day administrative operations for the California- China Climate Institute (CCCI). This position is under the direction and supervision of the CCCI Director and in coordination with CCCI Staff, and other administrative staff at CLEE. The Program Administrator will assist in a wide range of administrative services including event planning, preparation of forms and activities for program funders and partners, invoicing and procurement for services, financial tracking and support, fundraising outreach, communications, business services, student services, and human resources, and possibly including IT, and/or facilities. General

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management duties include long and short-range strategic event planning and supporting all administrative activities.

Application Review Date

The First Review Date for this job is: April 23, 2025

Responsibilities

Operational Administration:

- Administers defined operational programs and activities for CCCI, which may include business services, finance, grants and contracts administration, facilities, space planning, student services, human resources, communications, or information technology.
- Handles tasks that vary in scope and complexity, requiring high-level independence, self-direction, and decision-making.
- Assists in day-to-day coordination and administration of CCCI.
- Serves as the administrative point of contact, responding to all administrative inquiries.
- Ensures records and databases are current and accurate.
- Provides other administrative support for CCCI.
- Event Coordination & Student Services:
- Supports/facilitates CCCI events and trainings, including in-person and virtual events, conferences, and convenings.
- Serves as a resource to students for forms and other information related to CCCI.

Communications & Marketing:

- Participates in the development and revision of materials for online, print, and other distribution, including web content, print publications, marketing, publicity, and outreach materials.
- Collaborates with staff and faculty to develop newsletters, social media posts, publicity materials, student outreach materials, and other correspondence for CCCI.
- Manages CCCI's general email inbox.
- Oversees and develops content for CCCI's website and social media accounts (Twitter, LinkedIn, Facebook, etc.).
- Works with Institute staff to develop and maintain a strategic digital communication plan.
- Develops a system for managing contacts and ensures contact databases are kept up to date and used effectively.
- Optimizes CCCI's web presence, ensuring dynamic and current content that complies with UC

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Berkeley accessibility requirements.

Financial Administration & Grants:

- Supports processing of financial transactions, including grants and contracts, and engages in financial and administrative maintenance processes.
- Processes business transactions, including invoices and reimbursements in BearBuy, and researches/resolves vendor issues as required.
- Administers program budgets and produces financial reports for relevant sponsors.
- Assists with ensuring compliance with federal and state requirements and internal campus policies.
- Researches prospective sponsors for the program, including governmental, foundation, and individual sponsors.
- Supports the Director and staff in sponsor communications.
- Assists with travel arrangements for invited speakers, staff, and students.
- Purchases supplies and processes reimbursements for various items.

Other Responsibilities:

- Performs other duties as assigned.

Required Qualifications

- Knowledge of a variety of administrative operations activities such as events planning, fundraising processes, website management, finance and accounting, and contracts and grants regulations and guidelines.
- Solid communication and interpersonal skills to communicate effectively with diverse audiences, both verbally and in writing.
- Strong skills in short-and long-term planning, analysis and problem solving and customer service.
- Solid organizational skills and ability to multi-task with demanding timeframes.
- Demonstrated ability to prioritize, exercise initiative and sound judgement, while effectively executing multiple projects with competing deadlines.
- Excellent computer skills, including proficiency with MS Office.
- Strong attention to detail.
- Familiarity with print and digital media.
- Ability to be a self-starter, to take initiative and work independently as well as on a team.
- Ability to think creatively to solve problems and develop solutions.

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- Ability to use discretion and maintain all confidentiality.
- Ability to use sound judgment in responding to issues and concerns.
- Demonstrated ability to work effectively and collaborate with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Demonstrated commitment to fostering an inclusive and supportive environment that promotes collaboration and mutual respect among all members of the UC Berkeley community and its stakeholders.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds.
- Ability to attend occasional evening or weekend events.

Education/Training:

- Bachelor's degree in related area and / or equivalent experience / training
- Prior administrative and/or office management

Preferred Qualifications

- Interest and/or experience working in China.
- Interest and/or experience in climate policy
- Interest and/or experience working with international audiences and with translators and researchers and vendors from other countries.
- Familiarity and competence with Adobe tools (InDesign, Illustrator, Photoshop) and experience with various data management software platforms such as Excel and Salesforce.
- Familiarity and competence with Youtube subtitles and video editing functions.
- Experience with and/or campus-specific computer applications such as BearBuy and CalAnswers.
- Experience with print and digital marketing.

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

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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 \$33.61 (Step 4) - \$36.77 (Step 8). This is a non-exempt, bi-weekly paid position.
- This is a full-time, Career position.
- This position is eligible for up to 20% (1 day/week) remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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.

SB 791 and AB 810 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

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misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Other Information

- This is not a visa opportunity.
- 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>

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

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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N/A

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