

Fellowships Program Coordinator (4575U) Graduate  
Division, 77545  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255686>

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

<b>Job Title</b>	Fellowships Program Coordinator (4575U) Graduate Division, 77545
<b>Department</b>	Graduate Funding Unit
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Apr. 15, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator Professional Staff
<b>Academic Field(s)</b>	Multicultural Affairs/Diversity Educational Services
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**Job Description**

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**Fellowships Program Coordinator (4575U) Graduate Division, 77545**

**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

The Graduate Funding Unit plays a central role in maintaining the highest level of academic excellence possible at UC Berkeley. We provide fellowships, funding, and program support to attract the most competitive students to our university and provide funding opportunities for students at various stages of their academic career. Our programs exist to give students opportunities to devote themselves fully to the pursuit of their scholarly and professional interests. Our knowledge and expertise in all areas of graduate funding and student life provide a strong foundation for advising the students, faculty, and staff across our vast and diverse campus.

The Student Funding team trains and advises staff and faculty departmental advisors in over 125 degree programs, offers direct advising to approximately 13,000 graduate and professional students, as well as individuals seeking admission into a graduate program at Berkeley. Training and expertise includes fellowship and academic support funding and collective bargaining agreement administration for academic student employees and graduate student researchers.

## Position Summary

This position plays a significant role in supporting Graduate Students through the administration of Graduate Division, Campus, National, and International fellowship programs on behalf of the campus. The Fellowship Program Coordinator works with internal and external organizations to coordinate graduate student fellowships, providing support to students, faculty, and staff from application to

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evaluation to awarding. Serves as expert resource to update formulas and eligibility requirements according to national and constituent regulations and policies. Ensures proper payment of awards, monitoring compliance with fellowship terms, administering fellowships and fellowship related competitions. Administers and tracks the current University Fellowship allocation system. Analyzes data to ensure compliance and accurate aid delivery. Partners with departmental staff to provide accurate, transparent, and clear information about funding for graduate students in a wide variety of degree programs, offering critical support for students to achieve their academic goals.

### **Application Review Date**

The First Review Date for this job is: 4/22/2025

### **Responsibilities**

#### Fellowship Program Administration

- Working with others in the Student Funding Unit, implements and coordinates student financial aid grants offered through the Graduate Division. Works with internal and external organizations to coordinate procedures. Serves as expert resource to update applications and eligibility requirements according to national and constituent regulations and policies. Analyzes data to ensure compliance and accurate aid delivery. Provides analysis for the Graduate Division to evaluate and implement fundraising initiatives.

#### NSF GRFP Administration

- In partnership with Graduate Funding Financial Analyst, serves as Campus-wide expert and steward of National Science Foundation Graduate Research Fellowship Program (NSF GRFP). Acts as student facing Coordinating Official, working with fellows, faculty, and staff to provide information, respond to inquiries about program policies, and interface with NSF. Interprets regulations and develops or recommends procedures to ensure compliance and accurate aid delivery. Reconciles large volumes of student data from multiple sources and adjusts Grants Roster Report. Coordinates yearly NSF GRFP info session. Updates NSF GRFP Administration at UCB guide. Works with Berkeley Regional Services, Director of Graduate Appointments, and Graduate Funding Financial Analyst to ensure correct placement and payment of fellows in GSR - Fellow job title.

#### Travel Grant Administration

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- Reviews Slate fellowship application data to administer the Graduate Division's Conference Travel Grant program. Monitors, tracks, and makes awards in Campus Solutions. Tracks budget and provides analysis of usage and suggestions on how to improve the process. Provides individual counseling on non-routine, sensitive aid issues. Exercises professional judgment to authorize changes in financial aid awards.

#### Advertising and Outreach

- Creates awareness of fellowship programs through advertising and outreach. Works with the Graduate Division Communications Team and utilizes Wordpress to update website information. Holds information sessions throughout the year. Innovates additional methods of communication to promote and increase awareness of programs.

#### Fellowship and Block Grant Allocation Tracking

- Provides annual University Fellowship and NRST allocation information to divisional leadership and tracks their departmental allocations. Verifies that departmental assignments match divisional allocations and troubleshoots any issues with over- or under-awarding. Monitors and tracks Chancellor's carry forward and other exceptions. Delivers annual Block Grant memos to departments which provide base and spring supplement amounts as well as Graduate Opportunity Program, Mentored Research Award, and UC Dissertation Year nomination amounts. Administers yearly accounting of Block Grant and fellowship usage. Regularly audits Block Grant usage and advises departments on carry forward rules. Recommends new or changes to policy in areas needing clarification, and identifies solutions to existing fellowship program policies without precedent. Coordinates follow up inquiries when allocations are underused by departments.

#### Slate Application Development

- Coordinates the design, planning, and implementation of fellowship program application and review process in Slate. Working with Business System Analyst, designs systems and reports that are responsive to the needs of the department. Streamlines Slate workflows, create and manage new data fields, and manage departmental applications. Assist with Funding Offer Letter Template development, implementation, maintenance, and training. Assist departments with entering admitted student funding packages.

#### Other Duties as Assigned

- Update any application forms yearly and as needed.

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### **Required Qualifications**

- Interpersonal skills. Multicultural competencies; ability to work with diverse populations.
- Ability in problem identification and reasoning; ability to develop original ideas to solve problems.
- Demonstrates ability to learn quickly, reason, synthesize and generalize based on information obtained; sound judgment; ability to draw unbiased conclusions
- Strong written, verbal and presentation skills for influencing and facilitating
- Skilled in navigating organizational complexity.
- Skills in analytical, problem-solving, project planning and implementation.
- Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
- Ability to handle multiple constituencies, agendas, engagements and tasks, and to deal productively with ambiguity and conflict.
- Ability to focus on priorities, strategies, and vision.
- Bachelor's degree in related area and/or equivalent experience/training.

### **Preferred Qualifications**

Knowledge of University-specific computer application programs.

### **Salary & Benefits**

This is a 3-year, full-time (40 hours/week) contract appointment, eligible for UC benefits with the possibility of extension with continued funding. This is a monthly paid, exempt position.

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  
**\$70,000.00 - \$83,200.00.**

### How to Apply

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

### Other Information

- This is not a visa opportunity.
- This recruitment has 1 opening.
- 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.

### Misconduct

**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:

[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=6141366&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=6141366&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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