

**Campus Renewal Programs and Facilities Project
Coordinator (7398U), Facilities Services - 78187
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=256821>

Downloaded On: Jun. 22, 2025 8:25pm

Posted May 12, 2025, set to expire Jul. 1, 2025

Job Title	Campus Renewal Programs and Facilities Project Coordinator (7398U), Facilities Services - 78187
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	May 12, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Facilities/Maintenance/Transportation
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Job Description

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Campus Renewal Programs and Facilities Project Coordinator (7398U), Facilities Services - 78187

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

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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

Facilities Services works to continuously improve the campus in partnership with all members of the University community to ensure that classrooms, laboratories, and offices support teaching, learning and research. Through the efforts of over 400 dedicated staff members and serving over 10M building square feet and 1100 acres, Facilities Services includes the asset management program, custodial services, maintenance operations, engineering and technical services, environmental services, grounds operations, the Cal Zero Waste program.

The Campus Renewal Programs and Facilities Project Coordinator exists to provide critical support for the Campus Renewal Programs by ensuring data-driven decision-making, maintaining accurate financial and project records, and facilitating effective communication between stakeholders. This role enhances transparency and accountability in managing capital investments across campus facilities and infrastructure. By analyzing data, preparing reports, and assisting in the coordination of approval processes, the Coordinator contributes to the successful execution of renewal projects, supporting the university's commitment to maintaining and improving its infrastructure.

Application Review Date

The First Review Date for this job is: May 21, 2025

Responsibilities

- Provides analyses for complex budget, financial, data, systems, and resource projects, working directly with all levels of managers to deliver actionable insights.

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- Researches, monitors, and analyzes regulations, legislation, research literature, and UC policies to assess their impact on the organization or initiative, while summarizing best practices in the field.
- Promotes programs across campus by showcasing past, current, and upcoming projects, maintaining accurate and updated web pages, and providing clear status reports and data visualizations to stakeholders to highlight program impacts and insights.
- Coordinates efforts with internal and external contacts to support program goals, researching organizational structures, policies, and procedures, and facilitating alignment using best practices.
- Provides technical guidance, assesses the quality of projects and initiatives, and ensures alignment with organizational standards, UC policies, and industry best practices.
- Performs ad hoc analytical studies on complex policies, programs, and issues, delivering well-researched reports, proposals, and presentations to support decision-making.
- Analyzes processes, procedures, and organizational structures to develop and implement improvements, providing consultative services to department administrators, partners, and stakeholders.
- Prepares directives, regulations, technical guidance, program definitions, and other instructions for stakeholders, ensuring clarity and effective implementation.
- Supports program implementation through project scoring, organizing committees, managing logistics, and tracking project schedules and costs using tools like Smartsheet, MS Office and Google Workspace.
- Assists in coordinating project meetings, managing the intake and review process, supporting vendor selection and access management, providing document and design assistance, tracking progress payments, and facilitating project closeout tasks, permits, and punch list items.

Required Qualifications

- Direct experience with current construction practices related to Higher Education facilities, with a strong emphasis on facilities maintenance projects, capital projects, campus infrastructure, and providing support for the successful execution and management of these initiatives.
- Proficient in data visualization tools like Tableau & Smartsheet for project tracking and management, Google Workspace, and Microsoft Project for scheduling and timeline management.
- Experience in an outward-facing or customer-facing role, involving direct interaction with external customers, clients, and stakeholders to understand their needs, provide effective solutions or services, and build strong, collaborative relationships.
- Ability to use discretion and maintain all confidentiality.
- Analytical / problem-solving skills.

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- Strong skills in analyzing, researching and synthesizing large amounts of data for preparing sound and relevant proposals / analyses and presentations.
- Ability to multi-task with demanding timeframes.

Education/Training:

- Bachelor's degree in related area and / or equivalent experience / training.

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 \$72,600.00 - \$100,800.00. This is an exempt, monthly-paid position.
- This is a full-time, Career position that is eligible for full UC benefits.
- This position is eligible for up to 60% 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

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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 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.

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](#)

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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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