

**NAGPRA Program Manager (7399U), Government &
Community Affairs - 77550
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=256978>

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| Job Title | NAGPRA Program Manager (7399U), Government & Community Affairs - 77550 |
| Department | Government and Community Relations |
| Institution | University of California, Berkeley Berkeley, California |
| Date Posted | May 14, 2025 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Director/Manager Professional Staff |
| Academic Field(s) | Fiscal Services Arts/Museum/Theater Multicultural Affairs/Diversity Human Resources |
| Apply Online Here | https://apptrkr.com/6225803 |

Apply By Email

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

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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 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 the University of California, Berkeley, we recognize that every member of our community has benefited, and continues to benefit, from living, working, and occupying the ancestral territories of California Native Nations. Consistent with our values of community and diversity, the University has a responsibility to acknowledge and make visible its role in the injuries committed against California Native Nations. In this way the University seeks to prioritize respect for both the historic culture and the contemporary presence of Native Americans throughout California and on its campus by striving to hold UC Berkeley more accountable to the needs of American Indian and Alaska Native Nations and Native Hawaiian Organizations.

Given the unique history of the state of California, and UC Berkeley's role as the flagship land grant institution of the UC system, as well as the inherent sovereignty of Native Nations, it is imperative that the university include Tribal needs and perspectives within the fabric of the institution.

Recruitment for this department is increasing to support the campus' repatriation obligations, set forth by the Native American Graves Protection and Repatriation Act (NAGPRA) of 1990, the California Native American Graves Protection and Repatriation Act (CalNAGPRA) of 2001, and the University of California systemwide policy on Native American Cultural Affiliation and Repatriation.

The NAGPRA repatriation program is situated in Government and Community Relations in the Office of

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the Chancellor. The Government and Community Relations (GCR) office builds relationships with community leaders, elected officials, government agencies and third-party advocates to further the mission of UC Berkeley in the public sector. The issues of primary focus for the GCR team include student financial aid, admissions, scientific research and other policies at the forefront of higher education and government. GCR also coordinates the University's response to a wide range of political and policy issues, and advises administrators and faculty on strategies to gain constructive dialogue with government and community leaders.

Position Summary

Under the general supervision of the Director of Repatriation/Repatriation Coordinator for NAGPRA, and as part of the repatriation team, the position assists with daily operational planning, execution, and tracking of the UC Berkeley repatriation program. The position manages resources among projects, navigates interdependencies between projects, risk mitigation, compliance with requisite laws and policies, workflow management, and staff supervision.

Technical leader with a high degree of knowledge in project management in the cultural sector or applicable field, and recognized expertise in repatriation and/or complex cultural programs; problem-solving frequently requires analysis of unique issues problems without precedent and/or structure. Assists with the management of the repatriation program, that includes formulating strategies and administering policies, processes, and resources; functions with a high degree of autonomy under the general supervision of the Director of Repatriation/Repatriation Coordinator for NAGPRA.

Application Review Date

The First Review Date for this job is: 05/26/2025.

Responsibilities

Work with the Repatriation Coordinator to identify and implement program needs, monitor program activities and progress, and coordinate activities between multiple projects:

- Works with program staff and campus administrative support teams to communicate needs and put logistics in place.
- Develops and maintains program tracking tools and systems to manage and document projects and repatriations.
- Risk management: Identifies risks, and develops solutions for problems and delays in the program and individual projects.

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- Assists with tracking milestones, updating and maintaining the program strategic plan, and individual project plans.
- Works with the Repatriation Coordinator and project team to identify and implement short, medium, and long-term projects required to meet compliance targets.
- Monitors program adherence to internal and external legal instruments, regulations, policies, standards, and governance.
- Assists with internal and external reports on program performance.

Under the direction of the Repatriation Coordinator supervises program staff:

- Assists with role development and hiring.
- Assign tasks and teams, and manages workflow.
- Performance evaluation, feedback, and identifies learning and development opportunities.

Financial

- Works with the Repatriation Coordinator to develop funding requests.
- Monitors and tracks program and individual project budgets.

Required Qualifications

- Advanced knowledge of project management systems, organizational, and other computer application programs.
- Experience managing staff and project teams.
- Advanced project management skills: experience planning and coordinating multiple projects with changing and competing priorities, needs, and demanding timeframes.
- Advanced stakeholder management experience.
- Experience working in and thorough knowledge of organizational processes, protocols and procedures for large institutions such as a university, government agency, or museum.
- Experience managing program/project budgets.
- Strong communication and interpersonal skills to communicate effectively with all levels of staff and influence, both verbally and in writing.
- Experience working in a project/program requiring a high level of discretion, maintaining confidentiality, and management of sensitive information.
- Advanced knowledge of applicable policy analysis techniques.
- Advanced analytical/problem-solving skills.
- Bachelor's degree in related area and/or equivalent experience/training.

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Preferred Qualifications

- Master's degree in related area and/or equivalent experience/training.
- Experience working with Tribal sovereign governments.
- Experience working for a collecting institution such as a museum, art gallery, archive, cultural center, or government repository with specific policy and operational requirements.

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 \$88,900.00 - \$117,000.00.

How to Apply

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

Other Information

- This is not a visa opportunity.

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

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employment contingent upon successful completion of the background check.

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

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

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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