

Program Associate (4722C), Haas School of Business -
78353
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=257284>

Downloaded On: May. 23, 2025 3:55am

Posted May 22, 2025, set to expire Jul. 1, 2025

Job Title	Program Associate (4722C), Haas School of Business - 78353
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	May 22, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/6244207

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 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.

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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

UC Berkeley's Haas School of Business offers a unique opportunity to champion new ideas, collaborate across boundaries, and continually learn in a workplace committed to creating a welcoming environment for all. Our distinctive culture is captured within our four [Defining Leadership Principles: Question the Status Quo, Confidence Without Attitude, Students Always, and Beyond Yourself](#). These principles distinguish Berkeley Haas as a unique environment, conducive to teamwork, collaboration, and career growth.

For more information about the Haas School of Business visit: <https://haas.berkeley.edu/about/>

The Center for Social Sector Leadership (CSSL) is an independent center within Berkeley Haas. CSSL empowers students with the knowledge, skills, and mindsets to lead organizations and teams that drive positive societal impact. CSSL offers dynamic courses, hands-on programs, and real-world connections for students who want to challenge the status quo and improve the world.

The Haas School of Business embraces flexible working arrangements for its employees. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

Responsibilities

The incumbent is the first point of contact for the administrative needs of CSSL. The incumbent provides lecturer, accounting, and expense account support; course materials preparation, editing, project management, web page and online calendar maintenance; and other duties as needed/assigned.

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ADMINISTRATIVE AND EVENT PLANNING SUPPORT:

- Provide information, parking passes, and other assistance as needed to guest speakers, visitors, and students.
- Create calendar invites, track RSVPs, and send reminders for all student-facing events
- Lead event coordination and logistical planning including, reserving meeting space, ordering catering, and communicating with guests.
- Update and maintain CSSL's website.
- Order office supplies and equipment/furniture as requested.
- Complete special projects and other administrative duties as assigned/requested.

FINANCE AND PURCHASING SUPPORT:

- Submit complete and organize information/required documentation to the campus business service unit to ensure timely and accurate processing of purchases, payments and reimbursements.
- Create purchase orders for independent contractors and vendors.
- Track and reconcile expenses submitted for individual staff for purchasing, travel and entertainment reimbursements.
- Comply with current purchasing and reimbursement policy as governed by the UC Office of the President.
- Reconcile purchases made on CSSL card and maintain compliance as required by the University.
- Monitor incoming payments for services.

PROGRAM SUPPORT AND OUTREACH:

The Program Associate will work closely with CSSL staff, faculty, students, and external stakeholders. Duties include:

- Assist CSSL with recruitment processes for non-academic staff and program participants. Lead outreach activities to maximize attendance of CSSL courses, programs, and events.
- Produce and send CSSL newsletter and other marketing materials to external partners, students and donors.
- Complete special projects as required.

Other duties as assigned.

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Professional Learning and Growth

- Actively contributes to a team environment that fosters and promotes a culture of belonging for all, within the unit and at Haas. Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.
- Completes required training on time and engages in opportunities for learning pertinent to the position or at the suggestion of the supervisor.

Required Qualifications

- Minimum 2 years of work experience providing operational support to programs or teams.
- Strong attention to detail while managing shifting priorities, with frequent interruptions while keeping a positive and professional attitude through changes.
- Excellent and accurate record keeping and organizational skills.
- Experience with scheduling for individuals as well as groups.
- Demonstrates excellent and professional writing, editing, and verbal communication skills when communicating to a broad range of individuals.
- Learns and adapts to new business processes, online systems and software tools/technology on a frequent basis.
- Demonstrates intermediate-to-advanced skills using Google Suite (Gmail, Calendar, Docs, Sheets) and/or Microsoft Office Suite (Word, Excel, PowerPoint, etc.).
- Takes initiative and shows the capacity to be proactive, use keen judgement and analytical skills when problem solving and utilizing resources for clarification and/or instruction.
- Demonstrates an understanding of and commitment to diversity, equity, inclusion, and belonging in a business, organization or public university setting.
- Experience and skill in managing a high volume of incoming email requests or inquiries both internal and external.
- Some knowledge or experience in similar systems such as Berkeley Financial System (BFS), BearBuy, Travel and Entertainment (T and E), and Connexus.
- Excellent interpersonal skills, demonstrating a desire to establish and maintain positive & professional working relationships with colleagues, students and team members.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.

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Preferred Qualifications

- Can quickly learn, understand and demonstrate skill in following confidentiality rules established by FERPA, the state of California and the university.

Salary & Benefits

This is an 18-month, non-exempt temporary position at 100% (40 hrs a week). This position is paid biweekly at an hourly rate.

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 hourly range that the University reasonably expects to pay for this position is \$29.63 (Step 1) - \$35.57 (Step 9).

How to Apply

To apply, please submit your resume and cover letter.

Other Information

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>

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Per Article 28: Positions/Appointments, Part B - Limited Appointments, Section 5b:

The automatic conversion to career status, as provided in Section B.2. will not occur when one or more of the following occur:

b) The position into which the employee is hired is not an "ongoing" position, meaning it is established and funded for 18 months or less at any percentage of time.

- 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 employment contingent upon successful completion of the background check.

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](#)

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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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