

Program Coordinator (6291U), Institute for the Study of
Societal Issues - 79374
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259335>

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Posted Jul. 16, 2025, set to expire Nov. 1, 2025

Job Title	Program Coordinator (6291U), Institute for the Study of Societal Issues - 79374
Department	Institute for the Study of Societal Issues
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 16, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator 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

The mission of the Institute for the Study of Societal Issues (ISSI) is to:

Foster innovative, community-engaged qualitative and quantitative interdisciplinary research on the issues central to social stratification and inequality. Our primary focus is on institutional patterns that impact marginalized communities - in the United States and around the world - as well as social and political movements that disrupt such patterns.

Train, advise, mentor and support the next generation of social change scholars to identify and collect empirical data so as to interpret and explain social stratification, with significant attention to the processes that support and disrupt stratification.

ISSI realizes this mission by supporting research centers within its institutional structure, encouraging projects and initiatives and securing extramural funding to support these initiatives; supporting a wide range of faculty research; building interdisciplinary networks between faculty and graduate student researchers; providing research training to faculty, students, and professionals in qualitative methodology; providing training, mentoring and professional development to graduate students; disseminating research publications; facilitating graduate student and faculty working groups; and convening colloquia and conferences.

Position Summary

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The position involves planning, implementing, and publicizing events for a large interdisciplinary research institute and its constituent research centers. The position involves management of logistics such as facilities, audience management activities, caterers and vendors; production of event materials and publicity; and facilitation of communication about the events and services with speakers, co-sponsors, audience members, and facility maintenance staff; or provides support of these activities. The position also provides support for other institute and center programs, including communications, fundraising, and routine financial transactions.

Application Review Date

The First Review Date for this job is: 07/11/2025.

Responsibilities

- Plans, organizes and implements small events or portions of larger events such as symposiums, conferences, program events, banquets, and VIP briefings.
- Sends out announcements and other information to news media, campus community and the general public.
- Facilitates the production and circulation of posters and fliers and emails publicity to the Institute's various listservs.
- Manages event logistics (including Zoom and in-person event recording), speaker travel, parking/transportation, catering, travel reimbursements, honoraria, vendor payments, etc.
- Maintains the calendar for events.
- Reserves the place where events and programs will take place.
- Recruits and follows up with community and campus co-sponsors as needed.
- Keeps ISSI and affiliated Centers' event listings and event videos updated on the website and YouTube.
- Ensures that key donors are invited to ISSI and Center events that match their interests.
- Compiles and maintains reports on fundraising activities and results, providing information on trends and basic analysis of data.
- As directed, conducts research on alumni, friends, corporations, and foundations to identify prospects.
- Prepares materials for specific fundraising activities and/or assists in promotional efforts such as writing, speaking, telephoning, etc. as required.
- Drafts and edits written communications to foundations, donors, and other subjects regarding events, donor engagement and activities of ISSI and Centers
- Manages small events.
- Scouts potential locations and/or vendors for future events.

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- Participates in planning, organizing and staffing larger or more complex events, including being assigned responsibility for a specific event segment such as parking/transportation, catering, etc.
- Other administrative duties as assigned, including non-event related reimbursements, purchases and honoraria, and other communications.

Required Qualifications

- Working knowledge of concepts, principles and practices of event planning and production and public relations.
- Working knowledge of and/or can quickly learn the campus, its programs, policies, mission, goals, objectives, achievements and infrastructure.
- Working organizational skills, including skill in effectively coordinating and organizing multiple details. Excellent organizational abilities appropriate to effective calendar management and student and/or volunteer scheduling.
- Good interpersonal communication skills and political acumen, including skill in effectively representing the campus, medical center or other university organization to its publics.
- Good judgment and effective decision-making and problem resolution skills, including skill to recognize and deal effectively and appropriately with real and potential problem areas, including skill to determine the issues/problems that need to be brought to the attention of higher-level staff and/or management.
- Ability to work in a variety of groups, including but not limited to students, staff, faculty, general public, production personnel, technical operators and performing artists.
- Ability to work professionally under pressure and under tight deadlines ensuring excellent customer service support.
- Good writing and graphic design skills, including skill in creating event publicity (using Photoshop, Canva, InDesign or other graphics design applications) and communicating with speakers, campus/community co-sponsors, media, and the wider public.
- Working knowledge in administrative procedures and processes including word processing, spreadsheet, presentation, and graphic design applications.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Experience using Mailchimp and managing virtual and hybrid events over Zoom

Salary & Benefits

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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 \$36.00 - \$39.00.

- This is a non-exempt, biweekly-paid position.

How to Apply

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

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 100% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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

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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

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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