

Community Partnerships Manager (4564C), Public
Service Center - 79562
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259636>

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Posted Jul. 14, 2025, set to expire Jun. 30, 2026

Job Title	Community Partnerships Manager (4564C), Public Service Center - 79562
Department	Public Service Center
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 14, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Educational Services Counseling 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.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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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 Public Service Center, a department in the Associate Vice Chancellor/Dean of Students portfolio within Student Affairs, provides essential programs, services and resources for co-curricular and curricular student service engagements at UC Berkeley. The Center's mission is to connect people through shared learning and collaborative action for social justice and transformative social change. The department's primary focus is on student leadership development using a social change model which guides students through three development areas - knowledge of self, interpersonal and group management skills development, and community engagement. Additionally its work is guided by 5 core values: experiential and reflective learning; collaboration & commitment, community wisdom; student agency; and equity and social justice.

Position Summary

The College Corps Adviser & Community Partnerships Manager supports College Corps, an exciting partnership with the state of California that funds 100 undergraduate students with \$10,000 in financial support to serve their communities. Key responsibilities are:

1. Advise a cohort of about 35 undergraduate Fellows; ensure they are matched with a community partner where they will serve 450 hours and that they are on track with scheduling, meeting their hours, and other program requirements.
2. Support the Community Partners and their site supervisors in being successful in the College Corps partnership.

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3. Co-design and facilitate Pods, Homegroups, and other reflective and/or engaged learning spaces.

Application Review Date

The First Review Date for this job is: 07/25/2025.

Responsibilities

- Advises a cohort of about 35 College Corps Fellows and independently resolves moderate complex individual cases regarding student affairs or student life.
- Provides ongoing transformational advising and development to student leaders participating in student government, co-curricular programs and/or organizations on a wide range of issues.
- Advises student leaders on complex and sensitive issues.
- Brings extensive knowledge to a student generated field of interest and supports, guides and mentors students in formulating projects related to those issues.
- Guides students in interaction with campus leaders and represents students on these issues when appropriate.
- Coaches student leaders on communication and leadership skills.
- Develops and maintains relationships with internal and external organization stakeholders critical to program success, particularly the College Corps community partners and Site Supervisor designates.
- Supports returning student leaders in envisioning new ideas, recommendations, and implementing new program elements.
- Supports the creation of Pod and Homegroup curricula for College Corps Fellows that includes the exploration of community service and change making via reflection on their service and engaged learning.
- Identifies resources for student volunteer opportunities; matches student volunteers with outside public service agencies.
- Provides education, training and reflection opportunities to students engaged in public service.
- Collaborates with Public Service Center staff on staff meetings, designing and leading center wide trainings, and in staying informed of latest ideas and models in engaged, community-based learning.

Required Qualifications

- Thorough knowledge of advising and counseling techniques.
- Strong knowledge of and/or can quickly learn common University-specific computer application

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programs.

- Knowledge of and/or can quickly learn University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Thorough knowledge of Student Affairs/Student Life specialization.
- Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
- Abilities in project management, problem identification and reasoning skills.
- Ability to develop original ideas to solve problems.
- Strong background in student/community partnerships and supporting student leaders in serving with community placements.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Master'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 annual salary range that the University reasonably expects to pay for this position is \$83,400.00 - \$86,316.00.

- This is an exempt monthly-paid position.

How to Apply

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

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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 employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

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

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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