

Experiential Learning and Program Office Coordinator
(4722C), Haas School of Business - 79433
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261226>

Downloaded On: Aug. 19, 2025 5:36pm

Posted Aug. 19, 2025, set to expire Jun. 30, 2026

Job Title	Experiential Learning and Program Office Coordinator (4722C), Haas School of Business - 79433
Department	Haas School of Business
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 19, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Job Description

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Experiential Learning and Program Office Coordinator (4722C), Haas School of Business - 79433

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 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

Under general direction of the EMBA Executive Director, and the Associate Director for of Events and Experiential Learning, works on operational and/or procedural assignments that require the exercise of discretion and independent judgment. Tasks involve the handling of confidential information.

Understands implications of work and makes recommendations for solutions. Determines methods and procedures as necessary. This position primarily impacts the field immersion curriculum, events, planning and execution, as well as administrative and operational aspects of the Electives academics cycle, and will also support student experience projects as needed.

Off-site event planning & execution:

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- Organize the schedule for off-sites balancing various factors including venue details, travel time, faculty needs, guest speaker requests, etc.
- Coordinate with various vendors such as hotels, transportation providers, and caterers.
- Compile content and create comprehensive digital guide for immersions, working with a graphic designer as needed.

Administrative/Operational Support of EMBA Electives Academic Cycle:

- Run quality assurances checks.
- Book classroom space for EMBA Immersions/Electives.
- Applies office software. Compiles and arrays spreadsheets using subject matter knowledge of the material to ensure data results are consistent with the nature of the data.
- Assist with the implementation of EMBA Immersions and other events (academic, campus events, and student experience needs).
- Responsible for reconciling EPC/BluCard transactions and vendor BearBuy processing.

Other projects as designated by the Associate Director of Experiential Student Experience and EMBA Program Office.

- Other duties as assigned.

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

- Thorough knowledge in administrative procedures and processes including word processing, spreadsheet and database applications
- Strong verbal and written communication skills, active listening, critical thinking, and time management skills
- Outstanding interpersonal skills for managing relationships with faculty, students, vendors, and campus partners

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- Outstanding organizational skills and attention to detail.
- Demonstrated skills to work as part of a high-performance environment, meet deadlines and manage multiple tasks simultaneously.
- Skills to work independently as well as be an integral member of a team.
- Skills to learn quickly and apply learning to new and unforeseen challenges.
- Appreciation of and experience in meeting the needs of a variety of populations.
- 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.

Preferred Qualifications

- Event planning and execution experience.
- Experience in website creation/maintenance and use of survey tools.

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

- (20 hours/week).
- This is a non-exempt, biweekly-paid position.

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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 Service Unit (SX) between the University of California and the American Federation of State, County and Municipal Employees (AFSCME). The current bargaining agreement manual can be found at:

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/sx/index.html>

- 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.

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](#)

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[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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