

Building Manager, Cesar Chavez Student Center (4896C),  
Undergraduate Education - 81167  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=262647>

Downloaded On: Sep. 22, 2025 2:23pm

Posted Sep. 17, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	Building Manager, Cesar Chavez Student Center (4896C), Undergraduate Education - 81167
<b>Department</b>	Undergraduate Education
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Sep. 17, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager Professional Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
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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 Division of Undergraduate Education (UE) engages the campus on vital academic initiatives that enrich the UC Berkeley undergraduate experience. The division offers programs and services that support the diverse Berkeley community of students, faculty, and staff in teaching, learning, and discovery. Under the leadership of the Vice Provost for Undergraduate Education, UE formulates and implements both campus strategy around undergraduate education and the student experience, and directs the operational work of academic support units including the American Cultures Center, the Athletic Study Center, Berkeley Changemaker, Berkeley Connect, Berkeley Discovery, the Biology Scholars Program, Research, Teaching and Learning, and the Student Learning Center.

## Position Summary

The Cesar Chavez Student Center, built in 1960 and renovated in 1990, is a large campus building supporting a wide variety of student services and operations. Part of the Lower Sproul Plaza area, Chavez holds the Athletic Study Center, Berkeley Discovery Initiative, Cal Band practice rooms, the Centers for Educational Equity and Excellence, the Centers for Educational Justice and Community Engagement, the Student Learning Center, and more. The building also adjoins the Golden Bear Cafe and Berkeley Art Studio, which are managed separately but in close coordination. This role involves the management, long-range planning, organization, coordination, oversight and/or performance of multiple operational activities and services for the Cesar Chavez Student Center, including space planning, general maintenance, specialized facility systems and operations, triage and tracking of repair services, move planning and coordination, and development of procedures, policies and

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communications related to infrastructure and safety.

### **Application Review Date**

The First Review Date for this job is: 09/29/2025.

### **Responsibilities**

- Coordinates with multiple units throughout the organization to provide a safe and secure facilities environment.
- Recommends facilities-related procedures and solutions, taking into account budgets, space allocation, staffing and infrastructure design.
- Assists department leadership by managing budget allocations for building maintenance and custodial services, in coordination with the Division of Undergraduate Education finance team.
- Contributes to budget development for moves and minor building infrastructure upgrades. This includes assistance with long-term planning and forecasting.
- Coordinates work crew activities to minimize disruption to building occupants.
- Works with internal and external agencies/contractors as needed in regards to existing contract terms or to solicit or negotiate contracts.
- Reviews and critiques contract documents for construction, including plans and specifications from outside consultants.
- Serves as liaison with organization and external agencies regarding safety, access, maintenance, remodeling and construction activities.
- Maintains building related plans and procedures including access controls and security, emergency preparedness, commonly-encountered hazardous materials storage and disposal, crime prevention activities, fire safety inspection compliance and reporting.
- When necessary, develops space allocation or reallocation plans for management review.
- Coordinates emergency repairs during and after work hours.

### **Required Qualifications**

- Thorough knowledge in the areas of building space planning, codes, capacity, security, fire safety, emergency management, organization and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Advanced interpersonal and communication skills.
- Advanced skills in working collaboratively and influencing others.
- Ability to work with a wide variety of stakeholders, understand different perspectives, and negotiate mutually workable solutions to complex resource issues.

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- Advanced knowledge of architectural or engineering concepts.
- Advanced skill to multi-task and effectively prioritize large project work.
- Ability to leverage limited resources effectively to make improvements.
- Advanced skills to assess processes or services to make improvements and in project management.
- Bachelor'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 \$98,600.00 - \$141,500.00. The full salary range for this classification is \$98,600 - \$184,400.

- This is an exempt monthly-paid position.

### 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>

- This is not a visa opportunity.

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- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

### 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](#)

[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.

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**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS\\_CG\\_S](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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