

**Program Officer (4263C), ROTC Military Affairs - 81165**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=262649>

Downloaded On: Sep. 17, 2025 5:11pm

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

<b>Job Title</b>	Program Officer (4263C), ROTC Military Affairs - 81165
<b>Department</b>	
<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>	Professional Staff
<b>Academic Field(s)</b>	Fiscal Services Admissions/Student Records/Registrar
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6574063">https://apptrkr.com/6574063</a>

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**Job Description**

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**Program Officer (4263C), ROTC Military Affairs - 81165**

**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 Military Affairs Program, within the Division of Undergraduate Studies in the College of Letters and Science, comprises three distinct military officers' commissioning programs: the Department of Aerospace Studies, the Department of Military Sciences, and the Department of Naval Science clustered under one organizational umbrella.

## Position Summary

Involves managing or performing the administrative services or managing the full general operations of an academic or non-academic organization(s). Administrative services include activities in finance and human resources and may also include IT, facilities, and student services. The Military Affairs Program, within the Division of Undergraduate Studies in the College of Letters and Science, comprises three distinct military officers' commissioning programs: The Department of Aerospace Studies, the Department of Military Sciences, and the Department of Naval Science clustered under one organizational umbrella. Under the direction and guidance of the Faculty Director and Operations Manager, the Administrative Officer 2 (AO2) provides administrative support for the business as a starting point.

## Application Review Date

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

## Responsibilities

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Business and Finance:

- Responsible for a multitude of financial matters including purchasing, reconciliations, journal transfers, encumbrances, record-keeping and problem solving.
- Upon authorization of faculty director, chairs, and operations manager, initiate purchases and reimbursements, support travel and entertainment planning and payment requests.
- Serve as primary Procurement Card holder.
- Serve as liaison with Berkeley Regional Services (BRS).
- Develop and prepare financial reports to assist the operations manager with resource management and forecasting.
- Responsible for the oversight of fiscal transactions that includes analyzing problems, follow-through, effective communication of policy and suggesting alternatives to help achieve a goal.
- Prepare student awards and scholarships.

Curriculum Enrollment and Course Scheduling:

- Military Affairs' courses are open to all Berkeley students as well as to students from other UC schools, including UC Extension and UC Davis; and students from East Bay colleges under cross-enrollment agreements.

The incumbent is responsible for overseeing all teaching related matters in the program and is the point of contact between the administration and program. Responsibilities include but not limited to:

- Scheduling courses in the Berkeley Catalog each term
- Ensure classroom space needs satisfy course and faculty needs.
- Communicate to faculty University guidelines, policies and deadlines to ensure the program is compliant.
- Assist faculty with working with the Committee on Courses of Instruction (COCI) to obtain approvals for any new courses or changes to existing ones.
- Manage student enrollments, including UCB students and cross-enrolled students.
- Works closely with Berkeley's Registrar as well as registrars from other schools.
- Responsible for public information on the Registrar's website about the program and courses.

Academic Personnel:

- As the MOEC (Military Officer Education Committee) Meeting Coordinator, collect nomination

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material from the department; assemble and distribute nomination packets to each committee member and the Committee Chairperson.

- Follow appointment procedures ensuring that all necessary documents for faculty appointments are prepared in accordance with APO guidelines.
- Ensure that all personnel cases are complete, processed in a timely manner, and forwarded to the faculty director for final review before forwarding to the Dean of Undergraduate Studies for approval.
- Track status of each packet in the HRMS Case Tracking System, and once approved, complete the process by working with BRS-HR to initiate the hire including identifying appropriate title and chart string for the appointment.
- Maintain an internal employee management database and distribute departmental telephone and email directory.

**Events Coordination and Facilities Planning:**

- Support multiple events organized by departments each year.
- Event coordination includes program planning, reserving space both on and off campus, locating and securing catering and lodging agreements, completing appropriate permits, transportation arrangements, and initiating related financial transactions.
- Handle room reservations for various program activities.
- Serve as liaison with Facilities Services. Assist with maintaining the general running of the facilities and resolve various problems/situations that arise throughout the year.

**General Administration:**

- Participates in the development and revision of standard operating procedures and guidelines. Support general department administration including calendar, mailbox and conference room management.
- Key controller for department, maintain supplies inventory, assist with shipping and mail distribution, order printed material, office name tags, and other duties as assigned.

**Required Qualifications**

- Must work independently with discretion and flexibility to pivot to changing deadlines and demands.
- Strong organizational skills and ability to multitask, work under pressure, and adjust priorities

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when dealing with competing and complex tasks.

- Solid analytical abilities, judgment, and communication skills.
- Strong computer skills, proficiency in MS Word, Excel, Adobe Acrobat, and Google Workspace
- Ability to understand and interpret University policies, procedures and rules.
- Ability to use discretion and maintain confidentiality.
- Bachelor's degree in related area and/or equivalent experience/training.

### **Preferred Qualifications**

- Advanced knowledge of and/or can quickly learn campus-specific policy and procedure related to academic personnel, classroom scheduling, events planning, and purchasing.
- Experience in working with and understanding the needs of international students and out-of-state students.
- Strong knowledge of and/or can quickly learn campus-specific and other computer application systems and programs.

### **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

- This is a full-time (40 hours/week), career position that is eligible for UC Benefits.
- 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 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.
- This position is eligible for up to 40% 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

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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.

**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)

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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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