Operations & Partnerships Specialist (6298U) - RDI
University of California, Berkeley

Job Title	Operations & Partnerships Specialist (6298U) - RDI
Department	Berkeley Center for Responsible, Decentralized Intelligence
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 14, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Institutional Advancement Alumni Relations
Apply Online Here	https://apptrkr.com/6639678
Apply By Email	
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

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 Berkeley Center for Responsible, Decentralized Intelligence (RDI) is a multi- disciplinary campus-wide initiative, focusing on advancing the science and technology of decentralization and decentralized intelligence, to make it universally accessible and empower a responsible digital economy. The RDI Center currently includes faculty and students from computer science, finance/economics, and law, and will support 3 pillars: research, education, and community / entrepreneurship.

Research areas include foundations for next generation decentralization technologies including scalability, usability, provable security guarantees, auditable privacy, incentive compatibility, systemic stability, and decentralized systems and intelligence, decentralized governance, and responsible innovation / regulation guidance, etc. Besides advancing the science, technology and education in this space, responsible innovation is a key aspect of the Center's mission and goals, where the Center will explore new approaches for analyzing and understanding the societal impact of decentralized systems, and help ensure that decentralization technologies will be used in a responsible way to help protect the welfare of individuals and society, protect privacy, level the playing field and empower innovation, promote fairness, inclusiveness, ethics, and explore legal frameworks to support innovation and regulation compliance.

RDI will continue to build upon UC Berkeley's strong foundation and leadership in these areas, as recently recognized and noted below:

#1 university for blockchain in the US
#1 university overall in the US and

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#1 computer science graduate program

RDI will also act as a hub and platform for collaborations globally with other organizations and researchers, as exemplified in leading the first Decentralized Finance MOOC with thousands of students enrolled from over 30 countries. In addition, RDI embraces Open Source, given the spirit of web3 and decentralization technology, and work funded by RDI will in general be in the public domain as publications and open source code.

The position will support RDI with activities associated with reaching, serving, and engaging alumni and other key constituencies through programs, events, products, and services not primarily related to fundraising. Constituencies include alumni, local community, government, parents, students, as well as the general public. Translates constituent needs and priorities into customized programs to create, enhance, and sustain relationships with external constituencies.

This is a 1-year, 100% variable FTE contract position with the possibility of extension.

Responsibilities

- Under general supervision, implements noncomplex programs, events and / or communication strategies designed to inform key constituencies of institutional programs, policies, and practices. Constituencies may include the general public, prospective students, students, alumni, parents, donors, campus visitors, government and / or community representatives.
- Under the supervision of the RDI Deputy Director, this position is responsible for planning and executing Berkeley programming and events. This includes marketing and communication of events, participant generation, tracking and management, speaker communication and engagement, day-of event execution, and implementing assessment efforts. The position is responsible for managing project software to track status of event planning and stakeholder communication. In addition to events, this position is responsible for organizing and executing mentor office hours and team match-ups. Additionally, the position is responsible for planning and executing new activities, programming and content associated Berkeley Center for Responsible, Decentralized Intelligence (Berkeley RDI) and working with staff and faculty there.
- May provide front-line customer service to RDI stakeholders and answer routine inquiries, including questions received on-line via the internet.
- Works closely with teams, mentors, speakers and stakeholders to ensure everyone is coordinated and informed of key activities, events and opportunities. Responds to and addresses any issues teams are having. Manage relationships with RDI associated academic and co-curricular programming constituents, including Berkeley RDI faculty. Responds to general inquiries from stakeholders regarding processing of gifts and entity information needed by the

stakeholder.
- May research various topics and gather relevant data to inform unit strategic plans. Tracks and informs management of issues of community interest or concern; tracks legislation, ordinances, laws; and maintains files and lists of relevant external constituencies.
- Monitors industry activities and other related industry or campus activities. Coordinates strategic efforts for collaboration under the direction of the Deputy Director of Berkeley RDI.
- May research various RDI topics on AI and decentralization and gather relevant data to inform unit strategic plans.
- Prepares and / or assists in preparing written and visual materials, generally slides, invoices, newsletters etc for RDI.
- May coordinate meeting or event logistics between institutional, alumni and other outside constituencies, including large conferences and summits hosted by RDI both on campus and in other locations. May plan alumni events.
- Tracks and informs management of issues of community interest or concern; tracks legislation, ordinances, laws; and maintains files and lists of relevant external constituencies as they relate to the work and focus areas of RDI.

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Knowledge of basic concepts and principles of building and maintaining effective relations with a variety of donors, alumni and other key constituencies.
- Basic knowledge of the institution, its mission, vision, goals, achievements, policies, and infrastructure.
- Organizational skills including skill to meet prescribed deadlines; event planning skills.
- Written, verbal and interpersonal skills, including tact and political acumen to effectively represent the institution.
- Analytical and critical thinking skills.
- Applicable computer skills and use of a variety of RDI newsletter, CRM and other 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

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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 salary or hourly range that the University reasonably expects to pay for this position is $30.17 to $41.04 hourly; the full salary range for this position is $30.17 to $51.92 hourly. This is a 100% variable FTE, 1-year contract position eligible for benefits. This position is FLSA Non-exempt and paid biweekly.

Driving Required

Required to hold valid driver's license, have a driving record that is in accordance with local policies/procedures, and/or enroll in the California Employer Pull Notice Program.

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.

Misconduct Disclosure

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:

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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

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University of California, Berkeley

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