

Project Coordinator (7077U) - 81763
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=264071>

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Posted Oct. 20, 2025, set to expire Jun. 30, 2026

Job Title Project Coordinator (7077U) - 81763
Department Capital Projects
Institution University of California, Berkeley
Berkeley, California

Date Posted Oct. 20, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Residential Life
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 mission, diverse student body, and commitment to equity and social justice. Since our founding in

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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

Capital Projects manages the design, construction, retrofitting, and restoration of campus buildings and their surroundings. Many skilled professionals work in Capital Projects as Project Managers who have backgrounds in architecture, landscape architecture, planning, engineering, construction and administrative personnel, all of whom work to serve the campus community.

Position Summary

The Project Coordinator is a member of our Housing Development Team. The Project Coordinator will support the design and construction of the University's housing pipeline and play a key role in bringing new projects to life. The Project Coordinator will use industry experience in architecture or construction and will work directly with our small team of project managers, to support various construction projects at the University.

Application Review Date

The First Review Date for this job is: 10/28/2025.

Responsibilities

- Maintain and manage project records from preconstruction through to project completion. This includes, but is not limited to, consultant contracts, budgets, schedules, meeting minutes, RFIs, submittals, change orders, and payment applications.
- Ensure all documentation is accurate, up-to-date, and accessible to the project team.

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- Schedule and organize meetings with architects, engineers, contractors, and internal stakeholders including taking detailed meeting minutes, and tracking action items to ensure all tasks are completed in a timely manner.
- Proactively review contract documents, submittals, and RFIs to help identify potential issues or discrepancies.
- Help manage the permitting and approval process with city and campus authorities.
- Track all required documents and submissions to ensure the project meets all regulatory and institutional requirements.
- Provide administrative and logistical support to the senior project managers, helping them with day-to-day. Take initiative to improve project workflows and processes.
- Support the on-site team by helping to manage logistics for the University.

Required Qualifications

- Knowledge of building and construction, design, construction contract administration and California Building Codes.
- Skills to develop project scope and drawings.
- Computer skills in word processing, spreadsheet, and project management software.
- Good written, verbal, and interpersonal communication skills, including effective negotiation skills.
- Good organizational and analytical skills.
- Detail oriented to accurately proof contracts and other documents.
- Demonstrated ability to manage contractors and maintain compliance to the agreed-upon scope of work and budget.
- 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

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experience.

The budgeted hourly range that the University reasonably expects to pay for this position is \$35.78 - \$63.65.

- This is a non-exempt, biweekly-paid position.

How to Apply

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

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.

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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