

Project Manager (7398) Job 82034 - The Blum Center for  
Developing Economies  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=264437>

Downloaded On: Oct. 29, 2025 11:00am

Posted Oct. 28, 2025, set to expire Jun. 30, 2026

|                             |                                                                                   |
|-----------------------------|-----------------------------------------------------------------------------------|
| <b>Job Title</b>            | Project Manager (7398) Job 82034 - The Blum Center for Developing Economies       |
| <b>Department</b>           | Blum Center for Developing Economies                                              |
| <b>Institution</b>          | University of California, Berkeley<br>Berkeley, California                        |
| <b>Date Posted</b>          | Oct. 28, 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>    | Research/Technical/Laboratory<br>Fiscal Services<br>Finance/Investment Management |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/6668836">https://apptrkr.com/6668836</a>             |

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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.

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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 Blum Center for Developing Economies leverages the talent, enthusiasm, and energy of the University of California, Berkeley community to apply technology for impact. The Center's interdisciplinary problem-solving approach draws on students and faculty from over 80 departments, all dedicated to improving lives in the United States and across the world through innovation, applied research, and education.

This position exists to support and conduct research and evaluation of policies and programs by prominent faculty in advancing thought leadership at the intersection of technology, innovation, and global economic policy. The role contributes to scholarship and policy engagement on issues including automation, artificial intelligence, and the future of work; trade competitiveness, innovation, and industrial policy; sustainable investment and climate finance; the relationship between women's rights and national economic performance; and the evolving dynamics of open strategic autonomy, industrial policy, and the European economy. The position helps shape strategies that inform policy debates, strengthen institutional competitiveness, and promote inclusive and sustainable economic growth.

### Application Review Date

The First Review Date for this job is: November 5, 2025 - Open until filled

### Responsibilities

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20% - Manages faculty research projects, largely focused on technology competition and industrial policy, ensuring timely completion and adherence to project timelines and budgets, tracking project milestones, managing resources, and resolving issues. Manages other research projects in the faculty portfolio.

15% - Researches and drafts complex proposals, reports, briefings, executive summaries, and speeches. Establishes and maintains contacts internally and with external constituents for the collection and exchange of data.

10% - Facilitates communication and serves as a liaison with faculty across campus departments and with faculty from other universities, with graduate students, with research assistants, and with staff to manage faculty projects. Serves as primary contact and point of support for senior leaders and donors; analyzes and channels enquiries and time-sensitive items to appropriate personnel with appropriate background analysis.

10% - Attends research team meetings to stay informed about ongoing projects. Develops materials and agendas for meetings, prepares meeting summaries, and manages follow-up actions stemming from those meetings.

10% - Designs and implements complex communication strategies to maximize visibility, reach, and impact of research. Disseminates research findings through various channels, which may include web content, digital newsletters, and social media. Prepares directives, regulations, technical guidance, and other instructions for issuance to stakeholders.

10% - Partners with faculty to conduct research, synthesize findings to prepare drafts, and incorporate recommended changes. Performs ad hoc studies on a wide variety of policies, programs, and issues that are complex in nature. Draft and proofread reports and articles for submission to journals or publications, ensuring accuracy, clarity, and alignment with editorial standards to effectively communicate complex research and policy findings.

10% - Manages recruitment, hiring, onboarding, and mentoring of student researchers and staff assistants in compliance with UC Berkeley policies and procedures.

5% - Prepares and monitors budgets and financial reports in compliance with UC Berkeley policies and procedures. Coordinates program activities, including invitations, scheduling, travel arrangements, and reimbursements.

5% - Supports the preparation, submission, and tracking of grant applications and progress reports,

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collaborating with faculty to ensure timely and accurate submission of deliverables.

5% - Coordinates and manages multifaceted research meetings, symposia, and workshops for diverse audiences including high-level government officials; develops agendas and supporting materials; oversees complex logistics, vendor relations, and resource allocation to ensure seamless event execution; leads post-event analysis and reporting to inform future initiatives and maximize impact.

### Required Qualifications

- Strong written and oral communication skills, including extensive experience drafting communications and managing international media on behalf of high-profile faculty.
- Demonstrated operational experience with UC Berkeley HR policies and procedures, budget management, and financial reporting systems, including Cal Answers, BFS, and Bearbuy.
- Demonstrated experience in maintaining confidentiality as a proactive, strategic thinker, with the ability to anticipate needs and exercise discretion in decision-making.
- Extensive experience managing high-profile PIs engaged in externally-partnered state and national research programs.
- Strong skills in analyzing, researching, and synthesizing data for preparing sound and relevant proposals/analyses.
- Demonstrated success in working with state, national, and international government policymakers, research institutions, and industry partners on technology competitiveness issues and industrial policy issues.
- Strong policy analysis techniques.
- Demonstrated experience with launching new initiatives and programs from inception to execution.
- Demonstrated experience developing websites, including implementing UC Berkeley web accessibility compliance, and managing successful digital communications and outreach campaigns.
- Demonstrated background in technology competitiveness policy issues and industrial policy issues.
- Demonstrated ability to manage projects independently in a fast-paced academic and policy environment.
- Advanced knowledge and experience in the use of Microsoft Suites, Google Workspace, Adobe Acrobat, and systems/applications. Must possess a willingness to learn new technology and have the ability to quickly learn required applications to accomplish tasks.
- Demonstrated success in leading the coordination, and execution of complex high-level engagements for senior officials at major international events, driving stakeholder collaboration, and delivering impactful outcomes aligned with organizational goals.

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- Demonstrated success in drafting and proofreading reports and articles for submission to journals or publications, ensuring accuracy, clarity, and alignment with editorial standards to effectively communicate complex research and policy findings.
- Bachelor's degree.

### 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 salary or hourly range that the University reasonably expects to pay for this position is \$75,000 - 95,000.

- This is a one-year contract position. Contract positions may be extended based on operational demand. Contract positions are eligible to participate in the health and welfare programs offered by UC Berkeley.
- This position is 50% full-time equivalent

### Other Information

- This is a one-year contract position. Contract positions may be extended based on operational demand. Contract positions are eligible to participate in the health and welfare programs offered by UC Berkeley.
- This position is 50% full-time equivalent

### 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

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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:

[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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