

**Operations Coordinator (4263C) - 82176**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=264655>

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

**Job Title** Operations Coordinator (4263C) - 82176  
**Department** Goldman School of Public Policy  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Oct. 30, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Coordinator  
Classified Staff

**Academic Field(s)** Fiscal Services  
Administrative Support/Services

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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 Goldman School of Public Policy (GSPP), founded in 1969, is a professional school grounded in scholarly practice and deeply aligned with UC Berkeley's public mission. As a leader in the art and science of modern public policy, GSPP pioneered the data-driven, evidence-based approach that remains its hallmark. The school is consistently ranked among the top policy schools in the nation, holding the #1 spot for Policy Analysis, #2 for Social Policy, #3 for Public Affairs, and #4 for Environmental Policy & Management by U.S. News & World Report.

GSPP's interdisciplinary faculty, comprised of 28 ladder-rank professors and 9 emeriti, are leaders in their fields, producing cutting-edge research that addresses complex public problems such as climate change, racial bias, educational inequality, and national security. The school is home to more than 12 research centers, including the Institute for Security and Governance, the Possibility Lab, the Berkeley Risk and Security Lab, the Democracy Policy Lab, India Energy Climate Center, and more.

The school is primarily a graduate institution with four degree programs: the Masters of Public Policy (MPP), the Masters of Public Affairs (MPA), the Masters of Development Practice (MDP), and a PhD in Public Policy. GSPP also has a robust undergraduate presence. The school's academic community includes over 300 Master's candidates, 12 PhD students, 30 academic lecturers, and more than 60 graduate student instructors and researchers. Our more than 3,000 alumni have gone on to serve in leadership roles as UN officials, US cabinet secretaries, elected officials, and heads of state agencies.

With an annual budget of approximately \$40 million, supported by diverse revenue streams from

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philanthropy, contracts, grants, and tuition, the school's physical footprint includes five buildings and over 40,000 square feet of space. The GSPP community-including its more than 70 staff members-is defined by its high-quality work, exceptional talent, and a shared commitment to the public mission.

Under the leadership of Dean David C. Wilson, the school has embarked on a forward-looking effort to expand its faculty, student body, and public impact, ensuring that GSPP continues to improve both the understanding and practice of public policy for the sake of the common good.

### Position Summary

The Berkeley Risk and Security Lab is seeking an operations coordinator to manage or perform the administrative management and the full general operations of the Berkeley Risk and Security Lab, a medium size academic research organization within the Goldman School for Public Policy. The Operations Coordinator will work alongside other lab staff to support BRSI programs and researchers. Administrative services include activities in finance, event coordination, and faculty support and may also include IT, facilities, or student services.

### Application Review Date

The First Review Date for this job is: 11/11/2025.

### Responsibilities

Gathers and analyzes financial and other resource data; prepares budgets, reports or analyses of operational activities, evaluates current and proposed grants.

- Assists with drafting contracts and grants including overseeing the post-award administration of grants and contracts.
- Ensures the terms and conditions of all awards are met and manages funds in compliance with regulations.
- Ensure financial integrity of research funds by regularly reviewing expenditures and comparing to budget and ensuring funds are not in overdraft.
- Drafts budgets for grant proposals, tracks budgets for ongoing projects, and assists exec and faculty director in assembling lab-wide budgets.
- Conducts high-level administrative activities which may include some of the following functions: facilities coordination and booking, event planning, and student services.
- Responsible for general office administrative operations for the Berkeley Risk and Security Lab.
- Serves as the administrative point of contact and responds to general inquiries; ensures that

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metrics and program information are current and accurate; liaises with IT/media/facilities on program needs; administrative support for teaching, research, and policy engagement needs.

- Tasks are of moderate scope and complexity, and require exercising independent judgement within the defined guidelines and practices to determine appropriate action.
- Delegates work as needed to student assistants and reviews student work product.
- Alongside research scholars, program coordinators and communications manager, plans and administers all BRSL events.
- Monitors lab's email account including responding and delegating email responses as appropriate.

Participates in a variety of human resources activities including working with the HR team to initiate approvals for new hires, fellows, interns, and visitors, as well as onboarding new graduate students. This may require job classification and ensuring the completion of forms and documents related to HR and Payroll for Lab.

- Onboards and keeps track of different BRSL fellows (graduate fellows, non-resident fellows, government fellows, tech diplomacy fellows).
- Conducts screening interviews for BRSL hiring efforts.
- Fills out job cards for new BRSL positions and reclassifications.
- Onboards and tracks volunteers and affiliates of the lab.

Serves as one of the Lab's purchasers and is responsible for processing reimbursements.

- Purchases travel for researchers and guests through the university's Direct Bill system.
- Responsible for Lab purchasing with a university procurement card and procurement system.
- Processes reimbursements related to Lab travel, events, and general expenses.
- Consults with internal and campus-wide financial experts to create guidelines on best practices in financial management and purchasing.
- Functions as a resource on issues such as researching complex financial discrepancies, escalated customer service problems and vendor concerns.
- Participates in the development and revision of BRSL operating procedures and guidelines.
- Researches and resolves vendor issues as required.
- Alongside GSPP IT, procures devices and electronics, notably work laptops, monitors, and computer accessories, for BRSL team.

Performs additional duties as assigned.

## Required Qualifications

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- Knowledge of a variety of administrative operations activities such as events planning, website management, finance, and accounting.
- Thorough knowledge of and/or can quickly learn University rules and regulations, processes, protocols and procedures for budget, accounting and fund management, and/or personnel management.
- Excellent computer skills, including proficiency with MS Office, Google Suite, and video conferencing platforms with the ability to learn new computer programs and software systems.
- Solid communication and interpersonal skills to communicate effectively and diplomatically with all levels of staff, both verbally and in writing
- Solid organizational and time management skills with the ability to prioritize and exercise initiative to effectively execute multiple projects with competing deadlines.
- Ability to use sound judgement in responding to issues and concerns.
- Strong attention to detail.
- Ability to work independently, as well as team members, and to establish and maintain effective working relationships.
- Ability to problem solve.
- Prior administrative and/or office management experience.
- 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 hourly range that the University reasonably expects to pay for this position is \$32.44 (Step 1) - \$46.44 (Step 17).

- 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.

**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

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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)

**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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