

Program Manager (7397C), Haas School of Business -
82540
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=268405>

Downloaded On: Nov. 17, 2025 6:19pm

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

Job Title	Program Manager (7397C), Haas School of Business - 82540
Department	Haas School of Business
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 17, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
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Job Description

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Program Manager (7397C), Haas School of Business - 82540

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.

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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

UC Berkeley's Haas School of Business offers a unique opportunity to champion new ideas, collaborate across boundaries, and continually learn in a workplace committed to creating a welcoming environment for all. Our distinctive culture is captured within our four [Defining Leadership Principles](#): **Question the Status Quo, Confidence Without Attitude, Students Always, and Beyond Yourself**. These principles distinguish Berkeley Haas as a unique environment, conducive to teamwork, collaboration, and career growth.

For more information about the Haas School of Business visit: <https://haas.berkeley.edu/about/>

The Institute for Business and Social Impact (IBSI) was launched in November 2013 at the Haas School of Business to train and empower leaders to address society's most pressing challenges. As part of the top-ranked Haas School of Business at UC Berkeley, IBSI builds upon the school's unique and historic commitment to comprehensive excellence in research and public education to improve the world. IBSI cultivates world-class courses, faculty research, experiential learning, and external partnerships focused on using the role of business to build and maintain a more equitable, sustainable, and inclusive society.

The Haas School of Business embraces flexible working arrangements for its employees. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

Application Review Date

The First Review Date for this job is: 11/28/2025.

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Responsibilities

Reporting to the Executive Director, the position will work closely with IBSI faculty, staff, affiliates, partners, and donors to advance the work program and research agendas across the various initiatives at IBSI. In particular, the position will support the project management, fundraising, events planning and communications for several IBSI initiatives including: health and mental health, shared ownership, and personal finance and financial health.

Administrative Support:

- Handle administrative tasks such as grant submissions, contracting mechanisms (staff, students, POs, etc.), and reimbursements.
- This also involves the development of IBSI administrative systems and templates for enhancing operational efficiency and managing students.

Project Management:

- Manage and coordinate projects, ensuring timely completion and adherence to project plans and budgets.
- This includes managing students, tracking project milestones, managing resources, and resolving issues.
- For research-related projects, this may also include supporting faculty and researchers in designing research studies, developing Institutional Review Board protocols and submissions, collecting and cleaning data, and interpreting findings.

Communications and Outreach:

- Develop and disseminate findings through various channels, including research briefs, blog posts, and presentations.
- This involves crafting clear and engaging content to communicate complex research ideas to a diverse audience.

Event Planning:

- Support the organization of events, workshops, and seminars, and coordinate with internal and external stakeholders.
- This includes managing logistics, speaker recruitment, and participant engagement including travel budgets and reimbursements using the appropriate UC systems.

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Other duties as assigned include Professional Learning and Growth:

- Actively contributes to a team environment that fosters and promotes a culture of belonging for all, within the unit and at Haas. Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.
- Completes required training on time and engages in opportunities for learning pertinent to the position or at the suggestion of the supervisor.

Required Qualifications

- Experience working independently and taking initiative, and in team environments.
- Proficient in communication and interpersonal skills to communicate effectively, both verbally and in writing.
- Proficient in ability to use discretion and maintain all confidentiality.
- Demonstrates ability to analyze, research and synthesize data with strong attention to detail.
- Proficient in ability to multi-task with demanding timeframes.
- Working knowledge of and/or can quickly learn UC administrative systems and programs including HR, Finance and Events Planning.
- Excellent interpersonal skills, demonstrating a desire to establish and maintain positive & professional working relationships with colleagues, students and team members.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.

Education/Training:

- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Prior project management or program management experience.
- Demonstrates ability to use sound judgment in responding to issues and concerns.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the

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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 \$30.17 - \$41.04.

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

How to Apply

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

Other Information

This position will be governed by the terms and conditions in the agreement for the Research and Public Service Professionals, represented by the UAW.

- 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

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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

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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