

Program Manager (4167U) Institute of Governmental  
Studies, 73621  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=247039>

Downloaded On: Oct. 19, 2024 1:16pm

Posted Oct. 14, 2024, set to expire Feb. 8, 2025

<b>Job Title</b>	Program Manager (4167U) Institute of Governmental Studies, 73621
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Oct. 14, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Student Affairs Continuing Education/Distance Learning Administration - Academic Unit
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**Job Description**

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**Program Manager (4167U) Institute of Governmental Studies, 73621**

**About Berkeley**

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and 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 staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](http://grow.berkeley.edu).

## Departmental Overview

The Institute of Governmental Studies (IGS) stands at the forefront of research, teaching and service in California and American politics and policy. Interdisciplinary and non-partisan, we foster thoughtful discussions of issues across party lines that focus on solutions. Through our cutting-edge research, Berkeley IGS Poll, public events, and student public service programs, we show how people can influence policy, how policy affects communities, and the importance of governmental institutions and actors in that process. We engage students, faculty, researchers, civic leaders and political practitioners to make a difference in discourse and in practice. Our mission is anchored by a belief in the transformational power of public service.

IGS was established in 1919 to provide expertise in public administration to the California state legislature. Over the past century, IGS has established itself as a nationally recognized source of expertise on California and American politics and public policy. IGS provides a home to faculty,

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students, and visiting scholars from a wide range of disciplines, along with four research centers (Berkeley Interdisciplinary Migration Initiative, Center for Community Innovation, Center on Catastrophic Risk Management, and Evidence in Governance and Politics), an affiliated library, and an active development program. IGS is also home to the Robert T. Matsui Center for Politics and Public Service, which engages Cal students in public life through internships and experiential learning programs, public events, and the presence of distinguished campus visitors. Learn more at [igs.berkeley.edu](https://igs.berkeley.edu).

### **Application Review Date**

The First Review Date for this job is: October 24, 2024

For full consideration, submit your application by November 4, 2024.

### **Responsibilities**

The purpose of this position is to support existing and develop and implement new student experiential public service programs, based at the Institute of Governmental Studies' Robert T. Matsui Center for Politics and Public Service, which are designed to nurture and train the next generation of public service leaders. This position designs, conducts, promotes and supports various public educational programs and events designed for members of the community and others as part of the University's public service mission. This position supports existing and develops and implements new educational programs aimed at students, including various experiential learning fellowship programs and grants for student research. This position researches and assesses educational needs and interests of student populations, and develops programs, materials, technology, and learning approaches accordingly.

20%:

Under general supervision, organizes and conducts existing public educational programs.

Assists the IGS Executive Director/Matsui Center Director in day-to-day management of IGS and Matsui Center experiential learning and public service education programs and student awards, including UCDC Matsui Fellows, Democracy Camp in DC, and Percy and Synar undergraduate and graduate research awards.

Responsibilities include:

- Manages outreach, application, selection, and notification processes for assigned public

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educational programs and student awards.

- Recruits, hires, trains, and supervises Student Directors and Student Assistants.
- Gathers data about program participants and updates the alum database.
- Assists with planning and implementing the annual Percy Synar award ceremony.
- Assists the Matsui Center Director with planning and leading Democracy Camp in DC, an eight-day immersive introduction to careers in federal public service.
- Identifies and recruits qualified speakers.
- Plans and leads workshops designed to promote students' professional development and leadership formation.
- Develops and implements biannual orientation workshops prior to UCDC Matsui Fellows' departure.
- Secures, edits, and publishes UCDC Matsui Fellows student blogs.
- Facilitates ongoing mentorship, support, career advice, and information sharing for program participants.
- Builds connections with and engages alumni; organizes annual alumni gatherings and pipeline-building activities.
- Manages the Matsui Study Room and front office.

35%:

Under general supervision, assists in the development of new programs and materials.

Under the direction of the IGS Executive Director/Matsui Center Director assists in developing and launching new experiential public service student programs focused on pathways to public service careers in federal government.

Responsibilities include:

- Working with campus partners, manages student outreach, application, selection, and notification processes.
- Conducts outreach and identifies DC-based federal public service internship opportunities for student participants.
- Advises and supports student participants throughout the placement process.
- Assists in planning and coordinating a 1-unit spring preparatory course for student participants, including adding students to the course, helping students resolve scheduling conflicts, and assisting the course instructor with recruiting guest speakers.
- Plans and leads workshops designed to promote students' professional development and

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leadership formation.

- Facilitates cohort-building activities.
- Assists with recruiting mentors for student participants.
- Plans and implements summer workshops and networking events based in Washington, DC.
- Facilitates ongoing mentorship, support, career advice, and information sharing for program participants.
- Builds connections with and engages alumni; organizes annual alumni gatherings and pipeline-building activities.
- Gathers data about program participants and updates the alum database.

20%:

Assists and supports the Matsui Center Senior Program Manager in the implementation of other public service student programs, including Cal-in-Sacramento Fellowship Program, Democracy Camp in Berkeley, and Schaeffer Fellows in Government Service. Provides daily support of Democracy Camp in Berkeley the week of Spring Break.

15%:

Assists in developing strategic market plans and conducts outreach to target audiences.

15%:

Works with Matsui Center Senior Program Manager, IGS Events and Communications Coordinator, and Student Directors to share success stories of student program participants and promote programs to Berkeley undergraduates and graduate students, including through information sessions, email outreach, website, social media, flyers, brochures, etc.

5%:

Assesses program results through student and participant evaluations and levels of interest shown and recommends appropriate changes.

Develops and coordinates implementation of student, mentor and supervisor evaluations of assigned experiential learning programs; assesses results and recommends adjustments.

5%:

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Assists in developing, preparing and reconciling budgets for program.

Responsible for arranging payment of stipends and other awards to students in assigned programs, securing summer housing contract, and administering business affairs of all programs.

### Required Qualifications

- Working knowledge of and skill in delivering and assessing experiential learning and public educational programs designed to meet the diverse needs of students.
- Demonstrated ability to work effectively with students from nontraditional backgrounds and diverse communities.
- Highly developed interpersonal and public communication skills including political acumen, social/cultural perceptiveness, conflict management, and interventions strategies.
- Knowledge of trends and issues facing students from low-income, underrepresented, and/or lgtbq+ backgrounds.
- Excellent verbal, written and presentation skills.
- Working knowledge of current public education programs and trends.
- Strong analytical skills to conduct analysis and develop recommendations, demonstrating organization and problem-solving skills.
- Skill in using business software systems in the completion of work assignments; i.e., Google Suite, Microsoft Office, Adobe Acrobat, and familiarity with Mailchimp and social media outreach tools: Instagram, Twitter, TikTok.
- Thorough knowledge of departmental and organization policies and procedures; knowledge of educational program content and objectives.
- Knowledge of California and national politics, public policy, and governance.

### EDUCATION

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

### Preferred Qualifications

- Continuing education in related field.

### Salary & Benefits

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This is a 48-month, full-time (40 hours/week) contract appointment, eligible for full UC benefits with the possibility of extension. This is a non-exempt, hourly-paid position.

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 **\$75,000.00 - \$82,500.00**.

### **How to Apply**

To apply, please submit your resume and cover letter.

### **Other Information**

This is a hybrid position, with up to 20% remote work eligibility.

### **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.

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information



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about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

**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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