

Director of Programs, California-China Climate Institute
(7377U)
University of California, Berkeley

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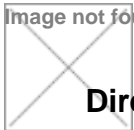
Posted Nov. 11, 2024, set to expire Mar. 9, 2025

Job Title	Director of Programs, California-China Climate Institute (7377U)
Department	Berkeley Law
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 11, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Research Financial Planning/Budget Management Administration - Academic Unit
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Job Description

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Director of Programs, California-China Climate Institute (7377U), Berkeley Law - 74070

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.

Departmental Overview

The California-China Climate Institute (CCCI) is a research initiative in the Center for Law, Energy & the Environment (CLEE) at the UC Berkeley School of Law. CCCI facilitates collaboration and action on climate change between the State of California and China through research, dialogue, and training. CLEE and CCCI benefit from one of the leading environmental law programs in the nation. Building on UC Berkeley's history of and commitment to research and public service, CCCI leverages the intellectual resources of Berkeley staff, faculty, and students in furtherance of applied research in a variety of environmental and energy law and policy areas.

Position Summary

The Director of Programs will work with the Director of the California-China Climate Institute to manage the Institutes training, events, and administrative functions. The Director of Programs will coordinate

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with the Administrative and Executive teams at the Center for Law, Energy, and the Environment to accomplish their tasks. The Director of Programs is a full-time employee who will coordinate and oversee the Institute's training, events, and administrative activities.

Application Review Date

The First Review Date for this job is: 11/22/2024.

Responsibilities

Events and Training

- Manages CCCI's training and events programming, including:
- Preparation of event and program logistics, hiring and management of consultants, and coordination with event partners
- Supervision of Program Administrator's procurement processes
- Serves as primary point of contact and works with program partners to develop high-level goals and activities to guide event planning

Budget & Finance

- Supports CCCI's fiscal oversight and management processes at both a project and organizational level through the following activities:
- Liaises with CLEE's Director of Operations, and Law School Finance staff during the pre- and post-award phases of grants and contracts, including:
- Works with CCCI research staff during the pre-award process to develop straightforward contract and grant proposals and proposal budgets.
- Prepares and finalizes support documentation as required by proposal guidelines and coordinates proposal submissions with Sponsored Projects Office.
- Organizes, plans, and monitors fiscal budget control of contracts and grants administration, gifts, endowments, and privately funded projects for research programs.
- Ensures complete and accurate collection of research administration at all stages of the contract and grant life cycle.
- Tracks expenses and personnel costs across grants and contracts to ensure smooth and efficient spend down of grants, including working with project and program directors to develop monthly grant allocations.
- Consults regularly with CLEE's Director of Operations and Law School Finance team to

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coordinate activities and establish efficient finance and budget procedures for CCCI.

- Collaborates with the Institute Director and Director of Research to develop an organizational budget to most effectively deploy restricted and unrestricted grant funds to meet Center goals.

Supervision

- Responsible for the employment, selection, training, development, performance management and evaluation, counseling, and discipline of assigned staff members and/or support staff:
- Supervises CCCI's Program Administrator to support CCCI's procurement and reimbursement processes to ensure compliance with financial policies and protocols.
- Supervises consultants and oversees volunteers and work-study students.
- Develops metrics for assessing successful execution of job responsibilities and holds direct reports accountable for achieving goals.
- Conducts regular check-in meetings/conversations with direct reports and delivers performance reviews in accordance with campus policies
- Develops and implements performance improvement plans, including execution of disciplinary actions, as needed.
- Trains, mentors and develops direct reports.

Other Duties as Assigned

CCCI is a small, dynamic group and the Director of Programs may be called onto to support emergent needs and activities, including but not limited to the following:

- Supporting and coordinating activities with CCCI's Director of Research and research fellows.
- Engages in professional development and training opportunities.
- Assist in external communications and strategic partnership.

Required Qualifications

- 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 interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising and counseling skills.
- Knowledge of a variety of administrative operational activities such as event planning, basic

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fundraising processes, risk management planning, website design, accounting and payroll, and contracts and grants regulations and guidelines.

- Strong skills in short-term planning, needs assessment analysis, problem-solving, and customer service.
- Thorough knowledge of financial analysis and reporting techniques, and/or human resources policies and procedures for staff and academic employees.
- Strong organizational skills with demonstrated ability to prioritize and coordinate several projects simultaneously with demanding timeframes.
- Experience working with project and/or organizational budgets, including goal setting, budget planning, and forecasting.
- Experience or familiarity in hiring and onboarding processes and procedures.
- Ability to be a self-starter, to take initiative and work independently as well as on a team.
- Ability to work collaboratively to achieve results.
- Strong computer skills, including proficiency in Microsoft Office, Google Suite, and video conferencing platforms (e.g. Zoom, Skype, MS Teams, Google Meet, etc.), with the ability to learn new computer programs and software systems.
- Strong political acumen and the ability to use discretion and sound judgment in managing sensitive information and in responding to issues and concerns.
- Must be able to maintain confidentiality.
- Strong attention to detail.
- Excellent analytical skills, with the ability to think creatively to solve problems and develop solutions.
- Experience in project management and/or event planning.
- Experience as an office manager or overseeing the administrative responsibilities of an organizational unit.
- Demonstrated commitment to and understanding of diversity, equity, inclusion, and belonging (DEIB), and ability to apply and integrate core concepts of DEIB into everyday practice.
- Must be 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.
- Must demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community.
- Solid knowledge of and/or can quickly learn common University-specific computer application programs, such as Berkeley Financial System.
- Knowledge and/or experience with Customer Relationship Management (CRM) software, like Salesforce.

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Education/Training:

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

Preferred Qualifications

- Strong leadership and team-building skills required.
- Supervisory experience.
- Experience working in a research or academic setting.
- Excitement and commitment to CLEE's mission and environmental sustainability, more generally.

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 annual salary that the University reasonably expects to pay for this position is \$96,000.00 - \$110,000.00.

- This is a 1-year Contact appointment with the possibility of extension with continued funding.
- This is a full-time (40 hours/week) position that is eligible for full UC benefits.
- This is an exempt, monthly paid position.

How to Apply

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

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Other Information

- This is not a visa opportunity.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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 about your rights as an applicant, please see the https://apptrkr.com/get_redirect.php?id=5794123&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

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

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