

Assistant Manager, Berkeley-Haas Entrepreneurship  
Program (6299U)  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=143242>

Downloaded On: Aug. 9, 2020 3:51am

Posted Jun. 23, 2020, removed Jul. 15, 2020

<b>Job Title</b>	Assistant Manager, Berkeley-Haas Entrepreneurship Program (6299U)
<b>Department</b>	Haas School of Business 8557
<b>Institution</b>	University of California Berkeley Berkeley, California
<b>Date Posted</b>	Jun. 23, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Business - General Business Communications Entrepreneurship Marketing
<b>Apply Online Here</b>	<a href="https://apptrkr.com/1934770">https://apptrkr.com/1934770</a>

**Apply By Email**

**Job Description**

Assistant Manager, Berkeley-Haas Entrepreneurship Program (6299U) Haas School of Business 8557  
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.

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

Assistant Manager, Berkeley-Haas Entrepreneurship  
Program (6299U)  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=143242>

Downloaded On: Aug. 9, 2020 3:51am

Posted Jun. 23, 2020, removed Jul. 15, 2020

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 [\[url=https://apptrkr.com/get\\_redirect.php?id=1934770&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1934770&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get\\_redirect.php?id=1934770&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=1934770&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get\\_redirect.php?id=1934770&targetURL=https://strategicplan.berkeley.edu/JourStrategicPlan](https://apptrkr.com/get_redirect.php?id=1934770&targetURL=https://strategicplan.berkeley.edu/JourStrategicPlan)[\[url=https://apptrkr.com/get\\_redirect.php?id=1934770&targetURL=https://strategicplan.berkeley.edu\]](https://apptrkr.com/get_redirect.php?id=1934770&targetURL=https://strategicplan.berkeley.edu).

Application Review Date

The First Review Date for this job is: July 6, 2020

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 increasing diversity and 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:

[\[url=https://apptrkr.com/get\\_redirect.php?id=1934770&targetURL=https://haas.berkeley.edu/about/\]](https://apptrkr.com/get_redirect.php?id=1934770&targetURL=https://haas.berkeley.edu/about/)<https://haas.berkeley.edu/about/>

Assistant Manager, Berkeley-Haas Entrepreneurship  
Program (6299U)  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=143242>

Downloaded On: Aug. 9, 2020 3:51am

Posted Jun. 23, 2020, removed Jul. 15, 2020

### Responsibilities

- \* Develops and implements programs, events and/or communication strategies designed to inform external constituencies of institutional programs, activities, policies, and practices; constituencies may include the general public, prospective students, parents, donors, campus visitors, government and/or community representatives.
- \* Serves as BHEP representative with student leadership and external constituents to design and execute core programs, Provide continuity for external constituents (sponsors, vendors, instructors) and manage yearly selection/transition to/onboarding of new student leaders. Exemplifying the Haas principle of Beyond yourself by working with diverse teams and promoting inclusivity in entrepreneurship. Promotes Haas defining leadership principles in programs, events, and communications. Other duties as assigned.
- \* Manages external student/faculty/alum programs, such as weekly Mentor Hours, as well as Startup Marketplaces (UCSF, UC Berkeley, Berkeley Labs).
- \* Logistical and administrative support for Blackstone LaunchPad and National I-Corps Innovation Corps.
- \* Responds to constituent inquiries and connects them to relevant programming or creates programming to accomplish objectives. Works with Development and Alumni Relations to manage engagement opportunities for existing and potential donors.
- \* In conjunction with the executive director, supervise the program's administrative assistant and student workers. Demonstrate leadership by exemplifying the Haas defining leadership principles, including confidence without attitude.
- \* Career Development: By embracing the principle of student always
  
- \* Attend classes to enhance expertise in job areas and improve communication.
- \* Attend relevant campus training courses or classes to gain knowledge of or to become more proficient with campus policies and/or role-relevant skills.
- \* Seek additional training opportunities that allow growth within the position and to develop professionally.

### Required Qualifications

- \* Thorough knowledge of basic concepts, principles, and procedures of building and maintaining effective relations with internal and external constituencies.
- \* Thorough knowledge of the campus, its mission, goals, objectives, programs, achievements, infrastructure and issues of concern or the ability to learn quickly.
- \* Thorough written, verbal and interpersonal communications, tact and political acumen to effectively

Assistant Manager, Berkeley-Haas Entrepreneurship  
Program (6299U)  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=143242>

Downloaded On: Aug. 9, 2020 3:51am

Posted Jun. 23, 2020, removed Jul. 15, 2020

represent the campus.

\* Thorough research, analytical and critical thinking skills, including sound judgment and decision-making skills and skill to correctly identifying real and potential problems, advising management as required, and proposing effective strategic resolutions.

\* Skill in project management, including event planning and meeting deadlines.

#### Education/Training:

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

#### Salary & Benefits

This is an exempt, monthly paid position. Annual salary is commensurate with experience up to \$80,400.00.

For information on the comprehensive benefits package offered by the University visit:

[url=https://apptrkr.com/get\_redirect.php?id=1934770&targetURL=https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

#### How to Apply

Please submit your cover letter and resume as a single attachment when applying.

#### Other Information

This is a two year contract appointment.

#### 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



Assistant Manager, Berkeley-Haas Entrepreneurship  
Program (6299U)  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=143242>

Downloaded On: Aug. 9, 2020 3:51am

Posted Jun. 23, 2020, removed Jul. 15, 2020

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 see:

[url=https://apptrkr.com/get\_redirect.php?id=1934770&targetURL=https://www.eeoc.gov/sites/default/files/mig

For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get\_redirect.php?id=1934770&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1934770]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H

### 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

,