

**Project Manager (7397U) Haas School of Business 77227**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=254882>

Downloaded On: Apr. 1, 2025 12:25pm

Posted Mar. 26, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Project Manager (7397U) Haas School of Business 77227
<b>Department</b>	Haas School of Business
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Mar. 26, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	MBA & Executive MBA Business - General
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6102682">https://apptrkr.com/6102682</a>

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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

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: <https://haas.berkeley.edu/about/>

The Haas School of Business embraces flexible working arrangements for many of 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: April 7, 2025

### Responsibilities

Using subject matter knowledge, prepares, executes and follows up on programs executed in the coaching and programming group

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- Create and execute training plan, managing multiple in-person training events, coordinating content and delivery with internal stakeholders
- Support the execution of all coaching and programming events and programs across the FT, EW, and EMBA classes
- Observe, correct and provide feedback on programs to insure inclusivity
- Planning and organizing activities such as Orientation, Alumni and Student Panels, signature Experienced Hire events, Adjunct and NJST leader kickoff, etc.

Gathers and assembles analytical and factual data on assigned problems and issues to prepare reports and/or analyses summarizing information on the assigned issues and commenting on other significance for internal department constituents. Examples:

- Work with vendors (e.g, 12Twenty, etc.), Adjunct Advisors, and external contractors
- Developing timelines and project plans of special events driven by

Program/Advising team, and seeking out and managing cross-program execution, coordinating with broader Operations team when appropriate

- Contribute to Ops Team special projects as necessary
- Support customization and delivery of program communications strategy

Applies professional or research concepts to perform analysis of data and systems pertaining to moderately complex projects, policies, initiatives, / processes, and / or functions. For Example:

- Creates consumer insight surveys to effectively analyze the value-add of all programs (including but not limited to webinars, workshops, and advising)
- Supports industry-specific training opportunities for students looking to transition to other fields in their career
- Organizes and tracks continual upgrading and development of online resources (e.g., website, etc.)

On a project basis, performs analytical studies on a variety of policies, programs and issues. Examples:

- Analyze appointment data to understand student demand. Communicate regularly with lead coaches to source new programs and determine student need from their insights
- Coordinate with team leaders (Career Coaches and staff), edit and provide training materials, and manage sign ups and communication with leaders and students

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Participates in administrative policy and program planning and development. Examples:

- Develops programming that takes into account Diversity, Equity and Inclusion
- Develops and proposes ongoing program strategies, for Director to approve, by engaging key staff and student stakeholders and analyzing student performance data
- Develops and proposes strategies for using existing technologies, to be approved by Director, by evaluating existing capabilities against current and future student and staff needs
- Researches, reviews, and evaluates outside career education programs, technologies, and vendors to support ongoing efforts to build organizational capabilities and capacity
- Develops and leads training sessions for MBA students on using career-related technologies and programs
- Co-leads hiring and onboarding of student coaches - Create and distribute a job description, facilitate informational workshop, maintain job posting, determine target industry hiring plan and categories of evaluation of candidates, review applications and manage the execution of interviews.
- Creates and executes training plan, managing multiple in-person training events, coordinating content and delivery with internal stakeholders.
- Supports student worker timekeeping functions, approving and communicating around bi-weekly timesheet submission.

#### Career Development

- Work on special programs as assigned
- Attend classes which will enhance expertise in job areas
- Serve on departmental and campus-wide committees as appropriate
- Participate in activities that enhance the campus community and/or larger community to further University Service
- Maintain knowledge of unit business processes in order to provide back up to other support staff in the unit

#### Required Qualifications

- Working knowledge of common organization- or research-specific and other computer application programs.
- Solid communication and interpersonal skills to communicate effectively with all levels of staff, both verbally and in writing.
- Ability to prioritize competing projects and milestones based on understanding of the impact on

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- the student experience and department's resources
- Experience developing and modifying programs to be inclusive.
  - Attention to detail in execution and planning. Great follow-up skills in tracking contributions from content providers and informing stakeholders.
  - Working skills to analyze information and synthesize large amounts of data with strong attention to detail. Solid ability to multi-task with demanding timeframes.
  - Ability to use sound judgment in responding to issues and concerns. Ability to use discretion and maintain all confidentiality.
  - Proficient to advanced skills using MS Office Suite, including Word, Excel, PowerPoint and Access in both PC and MAC environments (PC or MAC environment preferred)
  - Proficient to advanced skills using G Suite (Google Suite - Gmail, Drive, Docs, Sheets, Slides, Forms, Calendar)
  - Experience in HTML, Zoom, or 12Twenty

### Preferred Qualifications

- Prior experience gained in graduate-level programs, MBA campus recruitment, event management, or professional services
- Understanding of MBA Programs, their key stakeholders, how they operate, etc.
- Ability to understand and manage projects related to website development, including UX design
- Bachelors degree in related area of human development - such as sociology, psychology, education, etc

### 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 \$29.31 -

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\$39.85

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.

### How to Apply

To apply, please submit your resume and cover letter.

### 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.

### Misconduct Disclosure

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

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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 [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](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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