

Program Research Analyst (7398U), Haas School of
Business - 78910
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259156>

Downloaded On: Jul. 26, 2025 3:08am

Posted Jul. 14, 2025, set to expire Oct. 31, 2025

Job Title	Program Research Analyst (7398U), Haas School of Business - 78910
Department	Haas School of Business
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 14, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Business - General
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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 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/>

About the David and Lucile Packard Foundation

The David and Lucile Packard Foundation is where the Program Analyst will work. The Packard Foundation was established in 1964. David and Lucile Packard believed that along with universities, national institutions, community groups, youth agencies, family planning centers, and hospitals, foundations constitute a great American tradition that complements government efforts to focus on society's needs. The foundation's mission is to work with people and communities to create enduring solutions for just societies and a healthy, resilient natural world. Through a recent strategic planning process, the foundation identified three overarching, interdependent goals to guide the Foundation's work: Protect and Restore Our Natural World, Invest in Families and Communities, and Build Just Societies.

About the Global Reproductive Health Initiative

The Global RH initiative aims to ensure that people, particularly those in East and francophone West Africa, have access to comprehensive reproductive health care and policies that recognize and

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address needs, inequalities, and challenges specific to women and girls. Building on previous country-based work, the initiative will be shifting investments to the regional level where governmental bodies and non-governmental organizations can promote progress in multiple countries simultaneously. Key investments will support innovative ways of delivering care, advocacy for best practices, expanding access to a greater range of quality products and services, and amplifying the voices of the youth, feminist, and public health advocates who are deeply connected to local issues and contexts.

The Global RH Initiative sits within the Packard Foundation's goal to "Build Just Societies", which are key to supporting families and communities and protecting our natural world.

About the Partnership

The UC Berkeley-Haas School of Business (through the Center for Social Sector Leadership) offers this unique fellowship in philanthropy at the David and Lucile Packard Foundation to provide next-generation leaders the opportunity to engage with philanthropic and nonprofit leaders and work with a grantmaking team serving diverse issues and populations.

The vision for this partnership is to strengthen the future of philanthropy and civil society by providing recent graduates from diverse disciplines and backgrounds a professional-level introduction to philanthropy and the nonprofit sector. The goals of the fellowship are to 1) introduce recent graduates to philanthropy and the role of nonprofits to strengthen their impact in a future career and 2) introduce the Foundation to fresh ideas, new skills, and diverse perspectives. The fellow will join a cohort of four other fellows at the Foundation working on environment & science, families and communities, civil society, and leadership, and U.S. democracy, rights and governance. There will be quarterly activities for the cohort of fellows.

The position will be based at the Packard Foundation, in Los Altos, California and will receive day-to-day direction from the RH Program Officer. The Foundation currently operates on a hybrid schedule, with staff going to the office on Tuesdays and Wednesdays.

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: 06/25/2025.

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Responsibilities

Involves analytical studies on a variety of policies, projects, programs and issues in support of a function, research initiative, program and / or organizational unit, or in research of new or changing systems and programs. Assists in policy and program planning, development, administration, management and implementation; interprets, monitors and analyzes information regarding policies and procedures and provides consultative services to department administrators and other stakeholders.

- Work with the Foundation's Global RH team on a range of activities, largely focused on Africa, but also including global advocacy and innovation - including conducting secondary research and analysis on topics to inform grant making and strategy development, and contributing to assessments of grantee organizations.
- Assist with the monitoring, evaluation, and learning activities associated with the Global RH strategy, such as theory of action refinement, compilation of grantee outcomes and indicators, and creation of program dashboards.
- Complete grant summaries and contribute to grant portfolio reviews.
- Provide project management support to the director and program officer, including preparation of materials and agendas for program meetings, grantee meetings, and field convenings; participation in grantee meetings and site visits, preparation of meeting summaries, and management of follow-up actions stemming from those meetings.
- Interact with the Foundation's staff, grantees, funding partners, government agencies, and content experts as needed to complete assigned projects and experience strategic philanthropy in practice; travel to meet with new and existing partners, and attend relevant conferences.
- Engage in both university and foundation professional development opportunities related to the Program Analyst's work.
- Other duties as assigned.

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.

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Required Qualifications

- Minimum of 4 years professional experience working in the reproductive health field in Africa.
- Demonstrated ability to work collaboratively across virtual teams and international time zones, including early morning calls.
- Deeply capable as a strategic thinker and creative problem solver; ability to analyze research, understand scientific studies and use basic AI tools.
- Outstanding oral and written communication skills, including the ability to structure analysis, synthesize, and deliver reports that clearly explain complex topics.
- Willingness to travel to and within Africa
- Outstanding interpersonal skills and an ability to work effectively in a team setting.
- Demonstrated strong initiative, and ability to efficiently manage multiple tasks and projects.
- Demonstrated ability to apply judgment in ambiguous situations and make sound decisions with limited information.
- 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:

- Master's degree in health, the social sciences, public policy, business, justice field or related area and/or equivalent experience/training.

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

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range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$72,600.00 - \$100,800.00.

- This is a 2-year, full-time (40 hours/week), contract appointment that is eligible for UC benefits with the possibility of extension.
- This is an exempt monthly-paid position.

How to Apply

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

Other Information

- This is not a visa opportunity.
- Please note: This position will travel to and within Africa.
- The position will be based at the Packard Foundation, in Los Altos, California and will receive day-to-day direction from the RH Program Officer. The Foundation currently operates on a hybrid schedule, with staff going to the office on Tuesdays and Wednesdays.

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 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

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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

University of California, Berkeley

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