

Program Associate (4722C) - Institute for Research on
Labor and Employment 74232
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=248963>

Downloaded On: Nov. 19, 2024 11:42am

Posted Nov. 18, 2024, set to expire Mar. 15, 2025

Job Title	Program Associate (4722C) - Institute for Research on Labor and Employment 74232
Department	Center for the Study of Child Care Employment
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Childhood/Youth Education Education - General
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Job Description

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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 Center for the Study of Child Care Employment (CSCCE), at the Institute for Research on Labor and Employment provides research and analysis on the preparation, working conditions, and compensation of the early care and education workforce. We develop policy solutions and create spaces for teaching, learning, and educator activism. Our vision is an effective public early care and education system that secures racial, gender, and economic justice for those whose labor is the linchpin of stable, quality services.

Application Review Date

The First Review Date for this job is: November 28, 2024

Responsibilities

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Overview:

The position will support staff across the CSCCE. The position will assist with the overall administrative functions of CSCCE, managing listservs and email platforms, coordination of meetings, research and information gathering - including fact checking, report and presentation preparation, and web updates.

- Provide general support to CSCCE research and policy staff. This includes creating documents based on data and information compiled by staff, including report PDFs; developing presentation materials and other visual displays of data and information.
- Assist staff to compile information from electronic sources to inform the research and policy projects; maintain bibliographic database; assist with fact checking, and data management across CSCCE projects as needed.
- In consultation with the Communications staff, update the CSCCE website; prepare newsletters; update contacts database; track CSCCE media coverage; assist with design of graphics; and support accessibility compliance on all our materials.
- Perform administrative tasks such as, but not limited to, ordering supplies, implementing and maintaining a systems for processing and tracking requisitions, payments, research participant incentives, and reimbursements; supporting travel and booking reimbursements; and managing email and calendaring.
- Other job tasks as needed.

Required Qualifications

- Demonstrated experience preparing reports, manuscripts, and slide decks, including creating charts and figures and powerpoint presentations.
- Strong computer skills to work in Microsoft and Google suites and gather information from electronic resources.
- Documented ability of strong report writing skills.
- Demonstrated experience in fact checking.
- Demonstrated experience in organizing and maintaining record systems.
- Ability to interact with a diverse population in a dynamic work environment and to establish relationships with staff and external organizations and individuals.
- Demonstrated strong organizational and time management skills.
- Ability to effectively manage competing deadlines.
- Ability to meet goals and timelines with attention to detail and accuracy.
- Ability to take initiative and follow through with minimal supervision.
- Adaptable to changing and emerging priorities.
- Ability to recognize and apply efficiencies and solutions to complex administrative problems.

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- Previous office experience.
- High school diploma or equivalent experience.

Preferred Qualifications

- Knowledge of critical issues facing the early care and education workforce.
- Interest in labor and social and economic justice issues, particularly as they impact children, families, and the early education workforce.
- Familiarity with academic institutions; prior experience with UC Berkeley a plus.
- Experience and knowledge of UC administrative policies and procedures.
- Knowledge of WordPress, Adobe Suite, Canva, Datawrapper, and Smartsheet.

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 \$28.44 (step 1.0) - \$40.73 (step 17.0)

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is non-exempt and paid bi-weekly.
- Eligible for up to 100% remote work.

How to Apply

To apply, please submit your resume and cover letter.

Other Information



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This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

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 [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

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



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Contact

N/A

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