

Program Associate (4722C) - Institute for Research on
Labor and Employment 77977
University of California, Berkeley

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Posted May 6, 2025, set to expire Jul. 1, 2025

Job Title	Program Associate (4722C) - Institute for Research on Labor and Employment 77977
Department	Center for the Study of Child Care Employment
Institution	University of California, Berkeley Berkeley, California
Date Posted	May 6, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	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.

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

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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: May 16, 2025

Responsibilities

Overview:

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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.

- Perform administrative tasks such as, but not limited to, developing organizational protocols and operating procedures, ordering supplies and equipment, managing the department email and calendar, and securing vendors for services to the organization.
- Support Directors and Administrative Officer in preparing budgets, and researching and compiling information for grant proposals and contracts. Implement and maintain a systems for processing and tracking requisitions, payments, research participant incentives, honoraria, and reimbursements while ensuring compliance with department and campus policies.
- Compile, organize, and maintain large volumes of data and information to support research and policy staff. Conduct fact-checking, edit and proofread reports and presentation materials, and ensure accuracy in documentation.
- In consultation with the Communications staff review and update website to effectively communicate CSCCE's mission and current activities; maintain contacts database; and maintain a log of publications.
- Coordinate and support webinars, internal and external in-person meetings, and large, complex conferences or programs. Responsibilities include scheduling, recording minutes, managing logistics (conference/video calls, room reservations, catering, travel), and preparing and organizing meeting materials.
- Other job tasks as needed.

Required Qualifications

- Thorough working knowledge in administrative procedures and processes including word processing, spreadsheet and database applications, including Google docs and sheets.
- Documented ability of strong report writing skills.
- Demonstrated experience in fact checking.
- Demonstrated experience in organizing and maintaining record systems.
- Ability to build relationships and collaborate with diverse groups in a dynamic work environment.
- Demonstrated strong organizational and time management skills.
- Ability to effectively manage competing deadlines.
- Ability to complete work 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.
- Previous Office Experience.

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- 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.
- This position is eligible for up to 100% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

Other Information

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

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bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

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

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

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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.

Contact

N/A

University of California, Berkeley

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