

**K-12 Partnerships Manager (7399U), Lawrence Hall of
Science - 79575
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=259932>

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Posted Jul. 21, 2025, set to expire Jun. 30, 2026

Job Title	K-12 Partnerships Manager (7399U), Lawrence Hall of Science - 79575
Department	Lawrence Hall of Science
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 21, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Science Education Curriculum/Instruction
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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

The Lawrence Hall of Science is UC Berkeley's public science center. We work with audiences that include learners, who experience our programs and products; educators, who work both in and out of school settings; and partners, who conduct research, build capacity for learning, and transform education systems. Research underlies everything we do, and we design all of our programs and products to have high impact beyond the walls of The Lawrence. Our spaces and partnerships offer unique opportunities for public engagement and learning, curriculum and instructional materials design, professional learning, and research on learning, instruction, and pathways towards STEM careers. We disseminate and scale-up our effective and innovative learning programs and materials in ways that broaden participation in STEM and have local, national, and global impact.

Position Summary

We are seeking an experienced professional to shepherd a wide variety of projects in collaboration with The Lawrence Hall of Science's K-12 curriculum instructional materials teams and external partners. Reporting to the Head of Product and Business Development, the K-12 Partnerships Manager will play a key role in insuring that the Lawrence's K-12 curriculum programs achieve maximum reach and impact in the field. The K-12 Partnerships Manager will engage with stakeholders in the K-12 education space to understand the needs of national, state, and district level educators. The K-12 Partnerships Manager will assist in planning, scoping, monitoring, and communicating instructional materials projects and priorities. The incumbent will utilize project management software and skills to build-out and track lines of work, communicate information to internal constituents, and

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serve as a liaison to external stakeholders. This position plays a leadership role and may perform relevant administrative and managerial tasks as needed.

Application Review Date

The First Review Date for this job is: 07/29/2025.

Responsibilities

- Leads efforts to conduct highly complex analyses across a broad spectrum of instructional materials and STEM education-focused projects and programs.
- Develops, advocates for, and implements solutions for achieving maximum impact of instructional materials, including developing new materials, approaches, processes, or partnerships.
- Leads and directs a wide variety of projects, projects, and efforts, and follows through with all levels of staff and individuals inside and outside the organization.
- Develops and coordinates high-level external communications with partners and stakeholders.
- Stays up-to-date with best practices and emerging trends in the field through research, networking, and event attendance.
- Makes high level contacts of a sensitive nature, internally and externally, requiring discretion and diplomacy.
- May lead a team of lower level staff.

Required Qualifications

- Extensive experience in the field of K-12 science instructional materials.
- Strong working knowledge of K-12 instructional material reviews and curriculum adoption processes.
- Strong communication and interpersonal skills to communicate effectively with all levels of staff and influence, both verbally and in writing.
- Proven ability to represent work to external stakeholders with clarity and authority.
- Ability to use discretion and maintain all confidentiality.
- Advanced project management skills.
- Advanced knowledge of project management software programs.
- Ability to multi-task with demanding timeframes.
- Advanced analytical/problem-solving skills.
- Bachelor's degree in related area and/or equivalent experience/training.

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Preferred Qualifications

- Master's degree in related area and/or equivalent experience/training.
- Experience working with K-12 school districts.

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 annual salary range that the University reasonably expects to pay for this position is \$91,500.00 - \$130,200.00.

- 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.

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

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employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

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 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.

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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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