

Program Coordinator (4167U) - 81428
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263142>

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Posted Sep. 29, 2025, set to expire Jun. 30, 2026

Job Title Program Coordinator (4167U) - 81428
Department Institute of European Studies
Institution University of California, Berkeley
Berkeley, California

Date Posted Sep. 29, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Curriculum/Instruction
Education - 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

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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 Institute of European Studies (IES) at UC Berkeley is the leading research center on Europe in the Western United States, and among the top three such organizations in the nation. Through interdisciplinary scholarship, international collaborations, grant opportunities and community outreach, IES fosters a deeper understanding of Europe's past, present, and future.

IES Mission:

Support innovative research and teaching on contemporary and historical Europe, the European Union, and transatlantic relations. Promote academic and cultural ties with European partners. Provide a community for students and faculty who share a European focus to their work. Foster dialogue between scholars, practitioners, policymakers, and the public.

Position Summary

The program coordinator (in consultation with the directors of the France Berkeley Fund - FBF and the Institute of European Studies - IES) supports the organized research activities and programming agendas of both organizations. The position supports outreach, communications, program development and fundraising. It furthers the mission of both programs by fulfilling promoting and supporting research by UCB faculty and visiting researchers via the France Berkeley Fund and the IES Global Exchange programs.

Application Review Date

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The First Review Date for this job is: 10/09/2025.

Responsibilities

- Plans and develops new programs and adjusts existing programs in a research and public education environment.
- Programs include colloquia; special workshops; fellowship competitions; the IES Undergraduate Research Apprenticeship Program; and visiting delegation receptions.
- Actively participates with faculty directors (FBF and IES) in long-range strategic planning for research and public educational programs. The FBF program as well as the IES Austrian and French Studies programs.
- Monitors and coordinates activities according to the terms of the funding agreements.
- Participates in developing constituencies and promoting programs to target audiences.
- Assists Faculty Directors to recruit, select, orient and evaluate program participants.
- Assists in evaluating and adjusting program presentation through participant evaluations.
- Identifies and develops evaluation tools for programs (from Pub Ed Spec. III).
- Under general supervision, assists in implementing specific activities for specific fundraising programs and activities - (From Fundraiser 2 job standard).
- Conducts research on corporations, and foundations to identify prospects.
- Designs and compiles the annual report and other reports needed for the well function of the programs; manage web publicity and information.
- Works with BRS Financial Analysts to develop and prepare budget items for FBF Executive Committee meetings.
- May serve as work leader to junior staff and student assistants
- Actively participates with faculty directors (FBF and IES) in long-range strategic planning for research and public educational programs. Supports the France Berkeley Fund and the IES Austrian and French Studies programs.

Required Qualifications

- Working skills to produce and deliver programs.
- Good reading, verbal, written and interpersonal communication skills, and good presentation skills.
- Reading knowledge of basic French.
- Continuing education in related field.
- Bachelor's degree in related area and/or equivalent experience/training.

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Preferred Qualifications

- Working knowledge of and/or can quickly learn departmental and organization policies and procedures; knowledge of educational program content and objectives.
- Working knowledge of delivering public educational programs.
- Working knowledge of current public education programs and trends.
- Working knowledge of conducting needs assessment.
- Good analytical skills to understand how business needs can be addressed through the design and delivery of training programs.
- Additional European Languages.

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 \$30.17 - \$38.31.

- This is a non-exempt, biweekly-paid position.

How to Apply

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

Other Information

- This is not a visa opportunity.

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- This position is eligible for up to 25% hybrid work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

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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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