

Program Coordinator (4168U), Latin Am Studies Ctr -
70543
University of California, Berkeley

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Posted Jul. 24, 2024, set to expire Nov. 4, 2024

Job Title	Program Coordinator (4168U), Latin Am Studies Ctr - 70543
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 24, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Latina/o Studies
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Job Description

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Program Coordinator (4168U), Latin Am Studies Ctr - 70543

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 Latin American and Caribbean Studies (CLACS) at UC Berkeley is an organized research unit dedicated to promoting research and community awareness about issues affecting Latin America and the Caribbean.

CLACS works to foster and support new ideas and research by bringing together academics, artists and community members from Latin America and the Caribbean, the United States, and the world. CLACS hosts public events, supports faculty and student research, educates the public about Latin America and the Caribbean, and builds networks among Latin Americanist and Caribbeanist scholars, students and practitioners.

Position Summary

The Center for Latin American and Caribbean Studies is currently seeking a Program Coordinator.

The Program Coordinator role involves preparing, conducting, promoting, and supporting various

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public educational programs that inform the campus and general public about research and issues important to Latin America and the Caribbean. The Coordinator will research and assess educational needs and interests for targeted public segments, and develop programs and materials accordingly. They will manage all aspects of the unit's public program. This includes preparing and executing lectures, conferences, art exhibits, film series, seminars, and workshops each semester. In addition, the person in the position must process financial transactions and track program expenses with working budgets and expense reports.

Application Review Date

The First Review Date for this job is: 07/09/2024.

Responsibilities

Prepares and develops CLACS public programs:

- Works with the Chair and Vice Chair to organize and carry out conferences, lectures, cultural events, meetings, and workshops.
- Manages all logistical arrangements for designated campus events (in-person, virtual and hybrid).

Program Publicity:

- Publicizes events to relevant audiences and manages CLACS social media accounts.

Hosts Events:

- Is present at events and ensures that all public programs run smoothly.

Financial transactions:

- Manages all aspects of the financial cycle, including vendoring, receiving invoices, making payments through different platforms, and completing reconciliations.
- With support from the Vice Chair, manages the Program Budget.

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Strategic planning:

- Stays attuned to current research and policy issues related to Latin America and the Caribbean to tailor the program to address critical issues in the region.
- Participates in developing strategic market plans and target audiences.

Evaluates prospective program partnerships:

- Maintains links to on and off campus partners and works with museums, consulates, non-prots, campus departments, and other universities to maximize program participation and outreach goals.

Evaluates Programs:

- Identifies and develops evaluation tools for programs and collects program data.
- Tracks student or participant performance and course desirability.

Community Building:

- Tracks student and faculty participation in programs to nd new avenues for collaboration with these target audiences.

Supervision:

- Trains, mentors, and manages undergraduate program assistant.

Budgeting:

- Develops, prepares and reconciles budget for program.

Professional Development:

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- Identifies and participants in relevant professional development opportunities.

Other:

- Respond to the needs of Chair, Vice Chair, and other teammates as they arise.

Required Qualifications

- Thorough knowledge of history, culture, and current events in Latin America and the Caribbean.
- Thorough knowledge of and skill in delivering programs, comprehensive and detailed knowledge of and skill in event planning.
- Thorough and effective verbal, written and interpersonal communication skills and presentation skills in English and Spanish.
- Excellent organizational skills, including skill with juggling multiple competing tasks.
- Knowledge of, or willingness to learn, university financial, travel, entertainment, and student award policies and practices.
- Thorough knowledge of current public educational programs and trends.
- Ability to interact with broad range of individuals, including interpersonal skills to develop professional relationships with faculty and graduate students
- Skill in using business software systems in the completion of work assignments; i.e., Word, Excel, PowerPoint, Google Suite.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Thorough knowledge of and/or can quickly learn campus policies and procedures.
- Fluency in Portuguese or another language spoken in Latin America or the Caribbean.
- Continuing education in related field.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the

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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 salary or hourly range that the University reasonably expects to pay for this position is \$59,100.00 - \$75,000.00.

How to Apply

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

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 40% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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



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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

https://apptrkr.com/get_redirect.php?id=5385344&targetURL=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/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

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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

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