

Palestinian and Arab Studies (PAS) Program Manager
(7377U) - 76434
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253881>

Downloaded On: Apr. 23, 2025 8:55pm

Posted Mar. 3, 2025, set to expire Jul. 1, 2025

Job Title	Palestinian and Arab Studies (PAS) Program Manager (7377U) - 76434
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 3, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Ethnic/Multicultural Studies
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Job Description

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Palestinian and Arab Studies (PAS) Program Manager (7377U) - 76434

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 1868, we have driven innovation, creating global intellectual, economic and social value.

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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 launch of the endowed Palestinian and Arab Studies (PAS) Program is a milestone in the history of UC Berkeley. Although there have been Palestinian and Arab faculty-and non-Arab faculty who research and teach Palestine-across the UC system, there has never been a focused program dedicated to studying and elevating the history, culture, politics, and society of modern Palestine and Palestinians.

Position Summary

The PAS program manager works closely with the Director to develop and implement strategic aims and plans over short, mid-and multi-year time frames to create sustain and scale an intellectual vision and event calendar for PAS. This role involves a blend of program development and administration, outreach, communications, and event management to create and share experiences that foster a diverse academic community. Ideally, the Program Manager will have a background in the social sciences and/or an understanding of Palestinian and Arab history, culture, politics and society, have substantial experience with writing/editing, and work with the Director to identify promising topics and speakers.

Application Review Date

The First Review Date for this job is: 03/13/2025.

Responsibilities

Program Administration & Management

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- Collaborates with the Faculty Director to conceptualize, implement, and develop programs that align with the program's strategic goals including a Palestinian and Arab Studies minor, student writing prizes, dissertation and book project writing workshops, postdoctoral fellowships.
- Prepares detailed agendas and comprehensive reports for advisory board meetings, ensuring all necessary documentation and materials are available
- Serves as primary administrative contact and point of support for the Director; efficiently funnels enquiries and time-sensitive items to appropriate personnel.
- Plans, organizes, and staffs program events of varied scope and complexity, some of which will occasionally take place during early evening or weekend hours.
- Manages finances for PAS program, including developing the budget and tracking PAS donations.
- Develops and implements event budgets, monitors expenditures, and determines event staffing needs to ensure fiscal responsibility and adequate support.
- Participates in planning, organizing, and staffing program events of varied scope and complexity, some of which will occasionally take place during early evening or weekend hours.
- Coordinates and assists with event catering, AV services, and guest travel, accommodation, and reimbursement in collaboration with the events assistant.
- Researches and resolves vendor issues, processes invoices, and ensures timely payment for services rendered.
- Coordinates guest travel, accommodation, and reimbursements.

Outreach and Engagement

- Collaborates with the faculty director on the content and style of the PAS website, flyers, presentations, and any other communication or outreach materials with the goal of promoting the mission and activities of PAS.
- Produces content for the website and social media, highlighting the achievements and activities of PAS programs and events.
- Produces an annual report and other reports as needed for donors and important guests, showcasing the impact and success of PAS programs.
- May assist with fundraising related duties.
- Oversees outreach out to campus and external constituencies, fostering a sense of community and engagement.
- Promotes PAS programming, and encourages collaboration and interdisciplinary initiatives.

Development

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- Works with the Faculty Director to assist in fundraising activities and events, identifying potential funding sources and developing proposals.
- Produces an annual report and other reports as needed for donors and important guests, showcasing the impact and success of PAS programs.
- May assist with other fundraising related duties.

Space Management

- Maintains the physical space and enclosed event spaces, ensuring they are clean, organized, and ready for use.
- Develops and implements procedures for supply inventory and to keep equipment in good working condition.

Special Projects

- Will contribute to one-off projects or temporary programs to address specific needs, goals, or outcomes that align with the division.
- May involve working independently, or collaborating with stakeholders or subject-matter experts as needed.
- Not to exceed 25%.

Required Qualifications

- Knowledge of and/or can quickly learn University rules and regulations, processes, protocols and procedures for budget, accounting and fund management, and/or personnel management.
- Interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising and counseling skills.
- Knowledge of a variety of administrative operational activities such as event planning, basic fundraising processes, risk management planning, website design, accounting and payroll, and contracts and grants regulations and guidelines.
- Ability to use discretion and maintain confidentiality.
- Strong skills in short-term planning, analysis, problem-solving, and customer service.
- Thorough knowledge of financial analysis and reporting techniques, and/or human resources policies and procedures for staff and academic employees.
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse groups.

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- Strong organizational and project management skills, with the ability to handle multiple tasks simultaneously.
- Experience with event planning and execution, including budget management and vendor relations.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Solid knowledge of and/or can quickly learn common University-specific computer application programs.
- Knowledge of grant writing and proposal processes.
- Proficiency in using digital tools and platforms for communication, event management, and content creation.
- Knowledge of website maintenance and content updates
- Proficiency in design for reports, flyers, and presentation production
- Advanced degree in the social sciences or humanities and/or equivalent experience/training.

Salary & Benefits

This is a 75% (30 hrs a week) exempt career position, which is paid monthly at an annual rate and is eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's https://apptrkr.com/get_redirect.php?id=6042922&targetURL=

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.

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The budgeted annual salary range that the University reasonably expects to pay for this position is \$85,000.00 - \$100,000.00. Rates shown are at 100% FTE.

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 employment contingent upon successful completion of the background check.

Misconduct

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:

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[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 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=6042922&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).



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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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