

BASSC Program Manager (7398U) - 80405
University of California, Berkeley

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Posted Sep. 15, 2025, set to expire Jun. 30, 2026

Job Title	BASSC Program Manager (7398U) - 80405
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Social Work Human Development Family Studies/Child Development
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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.

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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.

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

Located within the world's finest public university and one of the most diverse regions in the nation, the UC Berkeley School of Social Welfare strives to transform the systems that perpetuate poverty and social disadvantage.

Berkeley Social Welfare develops effective leaders and scholars committed to solving complex social problems; produces, disseminates and utilizes research to improve social-service delivery and policy through critical thinking and evidence-based knowledge; and prepares the next generation of culturally-competent social workers, researchers and teachers dedicated to serving the most vulnerable members of our society.

This position will be located within Berkeley School of Social Welfare, in the Bay Area Social Services Consortium and the Mack Center on Public and Nonprofit Management in the Human Services

The mission of the Bay Area Social Services Consortium (BASSC) and the Mack Center on Nonprofit and Public Sector Management in the Human Services is to expand the knowledge base and capacity of nonprofit and public sector human service organizations by conducting practice research with our agency partners, providing professional development programming, and facilitating regional convenings promoting information sharing and mutual support. This work involves sustained collaboration among County public sector Executive Directors, Managers, and Supervisors through professional development programs designed to provide leadership training to mid-level managers and

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supervisors. In addition, the collaboration includes university researchers, Deans and Directors and public-sector researchers who jointly develop research agendas, design and implement studies, translate research findings into policy agendas and program reforms.

Position Summary

The position is responsible for supporting multiple projects and initiatives for the Bay Area Social Services Consortium (BASSC). With supervision and direction from the BASSC director, the incumbent will (1) provide project management, planning, and coordination for multiple projects and initiatives, e.g., planning/scheduling project meetings, tracking and reminding collaborators of project milestones and deliverables and deadlines; (2) assist with data collection, management, and analysis, with input from BASSC director and other collaborators; (3) supervise and train other staff and students participating in BASSC projects and initiatives; (4) collaborate with external partners to facilitate data collection and analysis, (5) prepare deliverables, with input from collaborators; and 6) work collaboratively with agency partners to design and implement initiatives and activities.

Application Review Date

The First Review Date for this job is: 09/24/2025.

Responsibilities

Lead, facilitate, and/or participate in BASSC policy and planning committees and workgroups to identify key organizational priorities and hot topics, and support development of strategic responses.

- Example BASSC policy and planning committees include Adult & Aging Services, Self-Sufficiency & Benefits, Human Resources Development, etc.

Communication and education:

- Make recommendations from project/initiative findings, and suggest solutions or approaches for improvements or for future initiatives/projects; Communicate effectively with different BASSC stakeholders.
- Engage with collaborators to co-construct interpretation of research results.
- Collaborate with BASSC team members, BASSC Agency and University Directors, and their designated staff, to ensure projects are coordinated and linked effectively with other BASSC work.
- Provide reporting at BASSC meetings, represent BASSC research at committee and external

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stakeholder meetings.

Project management and data collection:

- Provide project management and planning support.
- Specific tasks could include: Maintain and revise protocols and systems for recruitment, consent and tracking of study participants, and IRB protocols and amendments for human subjects research; Collect qualitative or quantitative data from participants; Record data using appropriate software or tools such as Qualtrics; Assist with analyzing and resolving issues that may arise related to administrative regulations; Use sound judgment and independent problem solving skills; Improve and develop technical and other systems, and interpret, monitor and analyze information regarding policies and procedures as well as provide recommendations.

Publications and reporting:

- Manage and support production of reports, briefs, presentations, and summaries of findings for different stakeholders.
- Prepare abstracts, presentations, policy briefs, meeting summaries, and publications for different stakeholders.

Coordination of BASSC projects and activities.

- Ensure BASSC activities are coordinated across appropriate external and internal contacts.
- Mentor and supervise student research assistants.
- Analyze relevance of existing resources and develop and conduct training materials.

Required Qualifications

- Knowledge of county human service agencies, including organizational structures, services provided, workforce characteristics.
- Previous experience working in county human services.
- Demonstrated ability to work collaboratively with agency partners, community stakeholders, study participants and individuals with a wide range of racial, ethnic and educational backgrounds.
- Analytical/problem solving skills and strong skills synthesizing large amounts of information for preparing reports, including demonstrated experience collecting and analyzing social science

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data, utilizing qualitative and quantitative methods including surveys, focus groups, and qualitative interviews.

- Proficient in use of software needed to collect data (Qualtrics, Google forms and/or other tools for data gathering) and synthesize information needed for presentations and other deliverables (e.g., STATA, Dedoose, Word, Excel, Canva, PowerPoint).
- Ability to effectively manage multiple priorities, prioritize projects and meet the demands of a fast-paced and dynamic work environment.
- Adaptable to quickly changing priorities.
- Ability to problem solve, troubleshoot, and use sound judgment in responding to complex issues and concerns.
- Active listening, critical thinking, multi-tasking and time management skills.
- Strong communication and interpersonal skills to communicate effectively, both verbally and in writing.
- At least one-year full-time experience working on social science or health research projects with human subjects/community partners.
- Ability to take initiative and solve problems independently while understanding when to seek guidance from manager or others.
- Proficient in ability to multi-task with demanding timeframes.
- Ability to collaborate effectively and professionally with multiple internal stakeholders and external partners and consultants; requires political acumen and attention to confidentiality.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Prior experience submitting and maintaining Institutional Review Board (IRB) protocols for human subjects research.
- Able to travel up to 5% time and work occasional evenings.
- Prior experience training and supervising research staff, including students
- Master's degree in related area and/or equivalent experience/training.

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

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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 \$80,000.00 - \$90,000.00.

- 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.
- This position is eligible for up to 80% 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.

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

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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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