

Othering & Belonging Institute, UC Berkeley

Position Title: Faculty Cluster Initiative Coordinator

Location: This position is remote-friendly, eligible for 40% remote capability. Remote staff must have the ability to work from campus weekly with some weeks requiring being on campus more than 3 days/week.

How to Apply: Go to <https://jobs.berkeley.edu/job-listings> and search for job #56407 to apply.

A tailored cover letter and resume are required. Please submit your cover letter and resume as a single attachment when applying.

Application Review Date: This job will remain posted until filled with the first review occurring August 3, 2023.

Departmental Overview

[The Othering and Belonging Institute](#) (the “Institute”) at UC Berkeley brings together diverse stakeholders to identify and challenge the barriers to an inclusive, just, and sustainable society in order to create transformative change. The Institute is a vibrant hub of researchers, community leaders, policymakers, artists, and communicators that advances research, policy, and work related to marginalized communities. We engage in innovative narrative, communications, and cultural strategies that attempt to re-frame the public discourse around marginality and inclusion and respond to issues that require immediate and long-term action. Our work is informed by understanding how structures and systems work to create or exacerbate othering and exclusion.

The Institute advances research and policy related to marginalized groups and social cleavages including disability, LGBTQ citizenship, race, religion, economics, public health, education, democracy and the new emerging research on global north/global south relations. The Institute represents a tremendous opportunity to bring leading researchers and substantial resources across disciplines to bear on society’s pressing and pivotal issues. At the heart of the Institute are seven clusters of faculty-led teaching and research that are organized into the following areas: Disability Studies, Diversity and Democracy; Diversity and Health Disparities; Economic Disparities; LGBTQ Citizenship; Race, Diversity, and Educational Policy; Religious Diversity.

Responsibilities

- Participate in the design of cluster initiative programming and activities and under the direction of the Associate Director, implement the plan. Provide critical administrative and

logistical support to the Associate Director for other activities related to building connectivity and synergy, both for and between the clusters, as well as for cluster faculty-led activities. Planning, logistic, and administrative support and implementation of faculty cluster-related activities and public events such as colloquia, book talks, workshops, and conferences including development of timelines, workplans, and coordinating inputs from relevant parties on implementation of cluster grants and activities and on occasion, Institute activities.

- Proactively lead the development and maintenance of systems of knowledge and information management for the Cluster Initiative including organizing and maintaining filing system for key cluster related documents and FTE faculty planning and documentation. Proactively gather information from cluster chairs and faculty on cluster related activities for progress and annual reporting and other communication purposes; track and support faculty recruitment process, promotions and endowed chair appointments for Institute FTE lines; maintain internal cluster proposal solicitations, submissions and subsequent awards of faculty cluster member grants; and maintain and update the Institute's Cluster Initiative related webpages.
- Engage in research activities such as literature reviews, data collection and analysis to support faculty and Institute related initiatives. Contribute to analytical studies through research on a variety of policies, projects, programs, and issues in support of the Cluster Initiative and Otherring & Belonging Institute. Gather and assemble analytical and factual data on assigned problems and issues, provide research and editorial assistance related to the Cluster Initiative for the production of cluster-related national and regional briefs, reports, blogs, journal articles, and other work. Facilitate the dissemination of cluster research findings in close coordination with the Institute's Communications department so that it reaches the relevant policy audiences and communities of practice.
- Support fundraising and grant development including research on funding sources and communicating with cluster faculty about grant opportunities to support cluster research and activities. Assist with proposal writing, logistic support, and liaising with other campus units related to preparing project proposals. In coordination with the Institute's Chief of Staff and Director of Development, support the administration of research and project grants originating from faculty clusters and faculty cluster members. Support fundraising for the Cluster Initiative and its activities from other college units throughout UC-Berkeley and University Development and Alumni Relations.
- Identify, communicate, and coordinate opportunities to build ties between cluster faculty and the Otherring and Belonging Institute staff and their research and programming. Build and maintain two-way communication channels so Institute staff are aware of cluster activities and interests while cluster members are apprised of the Institute's programmatic projects, events, and policy research needs.
- Attend and participate in Institute wide meetings, other organizational events and other duties as assigned.

Required Qualifications

- Working knowledge of or an ability to learn and understand the Institute and its vision, mission, goals as demonstrated through previous work.
- At least 2-years experience managing events, activities and/or research including work planning and leading and coordinating implementation with a variety of internal and external stakeholders.
- Excellent research and writing skills.
- Ability to conduct literature reviews including use of databases and bibliographic software.
- Skills to analyze information and synthesize data with strong attention to detail.
- Experience working in the research environment and in a rapidly growing organization.
- Proven ability to organize a wide variety of work functions simultaneously for multiple stakeholders in an efficient and effective manner.
- Strong degree of political acumen, tact and follow-through when working with high-level faculty, staff, donors and program partners.
- Ability to work collaboratively with other campus offices and with community stakeholders.
- Skills in organization and experience with effectively managing multiple important priorities, especially with demanding timeframes.
- Solid communication and interpersonal skills to communicate effectively with faculty, staff, and external stakeholders, both verbally and in writing.
- Ability to provide excellent customer service and maintain positive, professional attitude in communication with faculty, staff, and students.
- Ability to use discretion and maintain all confidentiality.
- Ability to use sound judgment in responding to issues and concerns.
- Track record in conducting research and assisting with publishing academic papers strongly preferred.

Education/Training:

- Master's degree in Public Health, Urban Planning, Public Policy, Geography or relevant field, and/or equivalent experience/training preferred.

Salary & Benefits

- This is a one-year, full-time (40 hours/week), Contract position, and eligible for full UC benefits. A contract renewal is possible after one year pending available funding.
- Hourly pay range is \$27.20 - \$34.50 commensurate with experience and informed by our organizational equity-based salary scale.

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For information on the comprehensive benefits package offered by the University visit:

<https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

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 see:

https://www.eeoc.gov/sites/default/files/migrated_files/employers/poster_screen_reader_optimized.pdf

For the complete University of California nondiscrimination and affirmative action policy see:

<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>