

Academic Coordinator I - Center for Global Public Health -
School of Public Health
University of California Berkeley

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Posted Sep. 10, 2025, set to expire Oct. 8, 2025

Job Title	Academic Coordinator I - Center for Global Public Health - School of Public Health
Department	School of Public Health
Institution	University of California Berkeley Berkeley, California
Date Posted	Sep. 10, 2025
Application Deadline	10/08/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Public Health/Management/Administration Public Health/Biostatistics/Epidemiology
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Job Description

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Academic Coordinator I - Center for Global Public Health - School of Public Health

Position overview Position title: Assistant or Associate Director, depending on experience

Salary range: The UC academic salary scales set the minimum pay determined by step at appointment. See the following table for the current salary scale for this position:

https://www.ucop.edu/academic-personnel-programs/_files/2025-26/policy-covered-july-2025-scales/t36-i.pdf. The current full-time base salary range for this position is \$64,228 - \$122,272. "Off-

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scale" salaries, which yield compensation that is higher than the published system-wide salary for the designated rank and step, are offered when necessary to meet competitive conditions.

Percent time: 100%

Anticipated start: October 2025

Position duration: One-year term with the possibility of extension based on performance and availability of funding.

Application Window

Open date: September 8, 2025

Next review date: Tuesday, Sep 23, 2025 at 11:59pm (Pacific Time)

Apply by this date to ensure full consideration by the committee.

Final date: Wednesday, Oct 8, 2025 at 11:59pm (Pacific Time)

Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

Position description

The mission of the Center for Global Public Health (CGPH) is to advance health equity through interdisciplinary research, education, and strategic partnerships. CGPH works to support and administer academic programs that contribute to this mission, addressing pressing global health challenges and, with faculty across campus and at the School of Public Health (SPH), particularly advancing the global public health research agenda.

The CGPH fosters collaboration across sectors and borders, supporting numerous education-focused programs for UCB students that enhance faculty research and other initiatives aimed at translating evidence into action, particularly for under-resourced and historically marginalized populations.

The Academic Coordinator will have primary responsibility for the administration and coordination of CGPH initiatives, working closely with the faculty directors and executive director to manage, plan, and advance global health training efforts, research grant writing, event planning, and communication initiatives. This position is for an individual interested in the intersection of global public health research and education, academic administration, and grants management.

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Reporting to the CGPH Faculty Director and Executive Director, the Academic Coordinator's responsibilities include:

- Overseeing the growth and implementation of global health education/training programs -in particular, the CGPH summer research fellowship program, the UCB Global Public Health and Equity Certificate program, and Program Events/Activities supporting the curriculum/training development of students in these two programs.
- Grant writing and proposal development: Monitor both solicited and unsolicited calls for research proposals and grant applications from a variety of funding sources (e.g., federal, state, foundations, corporate, HNWI). Coordinate with SPH, CGPH faculty/affiliates, and other UC networks to circulate and respond to opportunities. Support fundraising strategies and activities to cultivate relationships with potential donors and philanthropic initiatives.
- Collaborating with CGPH faculty to synthesize global public health research through the CGPH website and newsletter. Maintain the CGPH website with current and relevant content, including faculty profiles, event information, research highlights, and program details. Provide logistical and planning support for events (e.g., seminars, meetings, workshops, dinners) that align with CGPH's strategic areas.
- Duties will include involvement in a range of complex, multifaceted problems that require both administrative acumen and subject matter expertise, with key collaborators on logistical and operational program issues.
- Synthesize complex, evolving global health data and pedagogical frameworks to design responsive academic programming and student engagement opportunities.
- Crafting interdisciplinary initiatives that align regional priorities with global health goals that require innovative thinking, cultural fluency, and system-level insight.

Program: <https://cgph.berkeley.edu>

Benefits Information: <https://hr.berkeley.edu/compensation-benefits/benefits>

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Qualifications

Basic qualifications (required at time of application)

Master's Degree, or equivalent international degree.

Additional qualifications (required at time of start)

At least five years of professional experience.

Preferred qualifications

- Doctoral degree or equivalent international degree in public health, global health, or a related field is preferred.
- At least 5 years of relevant experience in managing public health research programs, writing grants, coordinating meetings and events, with a background in academia or a university setting, is a plus.
- Exceptional organizational and communication skills, with a demonstrated ability to effectively convey information both in writing and verbally.
- Proven experience in developing websites, managing digital communication strategies, executing social media marketing campaigns, and creating other strategic communication content.
- Ability to lead collaborative projects with faculty, researchers, students, and external partners.
- Cultural sensitivity and the ability to work diplomatically with diverse constituencies.

Application Requirements

Document requirements

- Cover Letter - 1-2 Page cover letter
- Curriculum Vitae - Your most recently updated C.V.

Reference requirements

- 3 required (contact information only)

Contact information is required to complete the application; however, references may be contacted for candidates under serious consideration.

Apply link: <https://aprecruit.berkeley.edu/JPF05108>

Help contact:

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sph_acad@berkeley.edu

About UC Berkeley

UC Berkeley is committed to diversity, equity, inclusion, and belonging in our public mission of research, teaching, and service, consistent with [UC Regents Policy 4400](#) and University of California Academic Personnel policy ([APM 210 1-d](#)). These values are embedded in our [Principles of Community](#), which reflect our passion for critical inquiry, debate, discovery and innovation, and our deep commitment to contributing to a better world. Every member of the UC Berkeley community has a role in sustaining a safe, caring and humane environment in which these values can thrive.

The University of California, Berkeley 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, or protected veteran status.

For more information, please refer to the [University of California's Affirmative Action and Nondiscrimination in Employment Policy](#) and the [University of California's Anti-Discrimination Policy](#).

In searches when letters of reference are required all letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the [UC Berkeley statement of confidentiality](#) prior to submitting their letter.

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

As a condition of employment, the finalist will be required to disclose if they are subject to any **final** administrative or judicial decisions within the last seven years determining that they committed any misconduct.

- "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 or discrimination, as defined by the employer.
- [UC Sexual Violence and Sexual Harassment Policy](#)
- [UC Anti-Discrimination Policy](#)
- [APM - 035: Affirmative Action and Nondiscrimination in Employment](#)

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Job location

Berkeley, CA

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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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