

**SENIOR ASSISTANT DEAN AND CHIEF OF STAFF
UC San Diego**

Direct Link: <https://www.AcademicKeys.com/r?job=227289>

Downloaded On: May. 9, 2024 3:23am

Posted Dec. 11, 2023, set to expire Jun. 11, 2024

Job Title	SENIOR ASSISTANT DEAN AND CHIEF OF STAFF
Department	Engineering
Institution	UC San Diego La Jolla, California
Date Posted	Dec. 11, 2023
Application Deadline	Jan. 17, 2024
Position Start Date	Available immediately
Job Categories	Other Administrative Categories Associate/Assistant Dean
Academic Field(s)	Other Administrative Departments Administration - Academic Unit
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Job Description	

UC San Diego

SENIOR ASSISTANT DEAN AND CHIEF OF STAFF

Hiring Pay Scale: \$210,000/year - \$230,000/year

Department: JACOBS SCHOOL OF ENGINEERING

Filing Deadline: Wed 1/17/2024

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UC San Diego values equity, diversity, and inclusion. If you are interested in being part of our team, possess the needed licensure and certifications, and feel that you have most of the qualifications and/or transferable skills for a job opening, we strongly encourage you to apply.

Please submit a cover letter for a complete application packet.

DESCRIPTION

Reporting to the Dean of Engineering, the Senior Assistant Dean and Chief of Staff (SADCOA) serves as lead financial and administrative officer for the Jacobs School of Engineering and strategic consultant to the Dean on all School resources, schoolwide management, policy development, and operations. The SADCOA is a member of the Dean's senior leadership team and works closely with all School leadership. Provides leadership and strategic direction for all administration in the Dean's Office and School, including finance, academic personnel, human resources, capital and space management, data analytics and reporting, education/program administration, communications, industry relations, donor and industry event engagement and fund management, Agile Research Center and institutes, EnVision Arts and Engineering Maker Studio, IDEA Center, Center for Global Sustainable Development, self-supporting degree programs, grant writing, capital projects, and central computing operations of Jacobs School of Engineering. The incumbent also maintains dotted line reports with department MSOs, develops division policies and procedures, and provides oversight and guidance on the administration of the departments within the School.

Provide advice and data-driven analysis in support of strategic decision-making on a wide variety of School issues. Provide advice on all aspects of University policies and procedures. Act on behalf of the Dean in financial and administrative matters via delegated authorities. Provide strategic advice to Department Chairs and MSOs related to faculty recruiting, financial matters, space management, capital project planning, and other administrative matters.

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Provide leadership and strategic direction to a large and varied professional, administrative and technical staff. Instill a service-oriented culture in the administration. Provide effective management and motivation to the staff to create a high performing Dean's Office.

Develop strategies and lead implementation of plans and programs to evolve the School's administration to meet the changing needs of the School and campus. Design, develop and implement administrative structures, procedures and processes in support of new and unique initiatives. Direct the continual application of information technology to improve administrative productivity.

Erroneous decisions will have a serious impact on the overall success of the department, division and/or the organization.

Note: This position has a dotted line relationship to the Associate Vice Chancellor, Resource Administration, in the Office of the Executive Vice Chancellor of Academic Affairs.

QUALIFICATIONS

- Excellent leadership abilities to oversee multiple functions or departments through subordinate managers. Proven demonstrated knowledge and experience in managing administrative, technical and research personnel, with skills sufficient to formulate and institute new job and reporting structures as needed. Proven policy development and implementation experience. Proven space allocation model development and management experience.
- Advanced knowledge of financial analysis and reporting techniques; human resources and risk management planning; accounting and payroll. Proven working knowledge and strategic leadership in the areas of of academic personnel, education and research programs administration, staff human resources, personnel procedures, corporate advisory programs, event management, marketing, communication, development of new educational programs, undergraduate programming, data analytics reporting and analysis, management methodologies and oversight, capital project

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development and oversight, and graduate student policies. Expert level experience with contract and grant administration, rules and regulations governing acceptance and use of gifts.

- Excellent skills to work collaboratively and act persuasively in sensitive situations; skills in conflict management techniques.
- Skills in establishing and implementing customer service standards. Excellent ability to establish metrics for department and employee goals which measure effectiveness of contributions to efficient operations of department.
- Strong knowledge of common organization-specific and other computer application programs. Advanced working knowledge of computer business applications, operations, functions and software.
- Advanced project management skills, including the capability to manage capital projects. Demonstrated ability to project budget costs, coordinate multiple projects, adapt programmatic objectives to changes in resources, develop and manage a capital project from beginning to end, and establish priorities as affected by budgetary issues.
- Advanced knowledge of administrative management theory and ability to translate this knowledge into practice.
- Advanced skills in strategy development, systems planning and change management.
- Advanced working knowledge of computer business applications, operations, functions and software.
- Proven strong negotiating and decision-making in dealing with pedagogical issues.
- Demonstrated leadership in a research university in addressing diverse problems and in understanding the importance of structure, organization, resource and management.
- Excellent analytical skills with ability to research and present strategic positions on a variety of institutional and administrative issues with a strong emphasis on the use of data driven analysis.
- Demonstrated experience in financial and accounting systems, including modeling, forecasting, and strategic planning and reporting. Ability to develop and implement such systems.
- Proven ability to manage crisis situations and effectively facilitate and resolve conflicts.

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- Proven ability to maintain confidentiality in sensitive situations. Ability to use tact, diplomacy and discretion with emphasis on flexibility and professionalism.
- Ability to support and advance the campus Principles of Community in all activities. Ability to contribute to a diverse workplace through ideas and/or experience.
- Advanced degree in management or business related field and/or work experience in science/engineering.

If employed by the University of California, you will be required to comply with our Policy on Vaccination Programs, which may be amended or revised from time to time. Federal, state, or local public health directives may impose additional requirements.

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To foster the best possible working and learning environment, UC San Diego strives to cultivate a rich and diverse environment, inclusive and supportive of all students, faculty, staff and visitors. For more information, please visit UC San Diego Principles of Community.

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, national origin, disability, age, protected veteran status, gender identity or sexual orientation. For the complete University of California nondiscrimination and affirmative action policy see:

<http://www-hr.ucsd.edu/saa/nondiscr.html>

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UC San Diego is a smoke and tobacco free environment. Please visit smokefree.ucsd.edu for more information.

EEO/AA Policy

The University of California is an Equal Opportunity/Affirmative Action Employer

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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