

Assistant Dean of Strategic Planning (0456U) - 62153
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=227644>

Downloaded On: May. 8, 2024 5:32am

Posted Dec. 15, 2023, set to expire Jun. 30, 2024

Job Title Assistant Dean of Strategic Planning (0456U) - 62153
Department Berkeley School of Education
Institution University of California, Berkeley
Berkeley, California

Date Posted Dec. 15, 2023

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Associate/Assistant Dean

Academic Field(s) Development/Institutional Advancement

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Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and

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commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and 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 staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

The Berkeley School of Education (BSE) is a complex academic unit whose mission is to provide leadership in advancing the theoretical base of education, analyzing the complex social environments of education, and promoting the improvement of educational practice.

The School hosts a cadre of faculty comprised of cognitive scientists, linguists, psychologists, mathematicians, statisticians, economists, computer scientists, historians, physicists, anthropologists, sociologists, policy analysts, and philosophers bringing their disciplines together to serve as educational leaders who offer academic excellence in (a) the graduate preparation of professional educators for selected entry level and advanced positions, (b) the preparation of doctoral level researchers and scholars, and (c) the creation of an innovative exemplary undergraduate program that opens the field of education for exploration by hundreds of students.

The Department also houses career staff, affiliate staff, and student workers totaling approximately 510.

Position Summary

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Assistant Dean of Strategic Partnerships administers, oversees, or performs work involved in establishing and maintaining the highest-level relationships between the institution and its many constituents, including the general public and internal, external, domestic and foreign audiences. Constituencies typically include the most influential or powerful institutional public or special interest groups.

Regularly meets and partners with BSE leadership, faculty, staff, students, partner campus departments, and key campus resources concerning campus engagement.

Application Review Date

The First Review Date for this job is: 12/28/2023.

Responsibilities

Leadership:

- Keeps informed of education policy in the state and region, including:
- Regularly leads strategic projects of critical importance to the organization; these projects carry substantial consequences of success or failure.
- May direct programs with organization-wide impact that include formulating strategies and administering policies, processes, and resources.
- Organize and facilitate BSE task forces or work groups related to community engagement, strategic partnerships, and other relevant initiatives
- Builds relationships with districts, state education entities, legislative leaders, other organizations, and companies that enable the BSE to have more opportunities, including:

Brokering Funding Opportunities:

- Identifies funding opportunities, strategically matches funding with BSE faculty and staff strengths, builds proposal teams, leads and facilitates related grant writing and secures external funding to support new BSE partnerships while sustaining and enhancing existing BSE partnerships.

Collaboration efforts:

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- Collaborates with the members of BSE leadership to implement strategic initiatives, and cultivate, develop, and sustain partnerships that benefit and advance the strategic vision, goals, programs and accomplish BSE goals and objectives.
- Collaborates with the Dean and BSE leadership in the development and implementation of BSE outreach, engagement, and partnership initiatives.
- Serves as the dean's liaison for internal constituencies and external partnerships in performing a wide range of complex and sensitive duties.
- Cultivates relationships with local, state, and national education policy actors.

External Events:

- Informs and contributes to BSE external affairs' efforts and priorities.
- Conceives, plans and implements key large-scale local, regional, national and international events to cultivate cross-collaboration and partnerships.
- Serves as the lead implementer of event content and activities, in conjunction with the Communications team.
- Serves as the dean's liaison for external constituencies and partnerships, as assigned.
- Represents the School at official events, collaborates with university leaders and managers related to strategic partnerships.
- Increases the visibility and positive reputation of the BSE in the state and region.
- Professional development and additional tasks as needed.

Required Qualifications

- Demonstrated knowledge in the areas of: education policy, public policy, higher education, State of California credentialing requirements, accreditation processes related to admission, retention, and degree completion, educational systems in P-12 and higher education; data-driven decision making.
- Expert knowledge of alumni, internal and external constituencies, including their composition and areas of concern.
- Expert knowledge of the principles and concepts of building and maintaining effective relationships with alumni, legislative staff, and other key constituencies to achieve institutional goals and objectives.
- Exemplary communication skills (both written and oral) evidenced by background in preparing comprehensive reports and executive summaries incorporating complex, highly technical information.

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- Exemplary track record of working across matrixed organizations where roles and responsibilities are shared and dynamic objectives are highly coordinated.
- Demonstrated ability to navigate and excel in organizational structures that require reconciliation between unit-based outcomes with broader centralized resources engaged in similar activities.
- Highly developed presentation, organizational, administrative, and leadership skills.
- Expert level analytical and decision-making skills, sound judgment and highly developed political acumen.
- Demonstrated ability to manage teams and projects under tight deadlines.
- Expert skill to recognize potential areas of constituency concern and skill to effectively address, resolve and/or mitigate problems or issues.
- Demonstrated computer competency.
- Demonstrated working knowledge of legislative processes at the local, state, and federal level in order to identify issues relevant to the work or potential work of the BSE.
- Master's degree in the field of education or public policy and/or equivalent experience/training.
- Minimum 8 years of P-12 and higher education experience in progressively responsible positions.

Preferred Qualifications

- Knowledgeable of both PC and MAC operating systems.

Salary & Benefits

This is a 3yr, full-time (40 hours/week), contract appointment, eligible for UC benefits with the possibility of extension with continued funding. This is a monthly paid, exempt position.

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 salary or hourly range that the University reasonably expects to pay for this position is \$105,500.00 - \$200,700.00.

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 20% remote work.

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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.

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 U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

Contact Information

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

Contact

N/A

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