

Assistant Director, African-American Student
Development (4501U), Centers for Educational Justice &
Community Engagement - 67571
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234679>

Downloaded On: May. 17, 2024 2:07pm

Posted Apr. 15, 2024, set to expire Jun. 30, 2024

Job Title Assistant Director, African-American Student
Development (4501U), Centers for Educational
Justice & Community Engagement - 67571

Department

Institution University of California, Berkeley
Berkeley, California

Date Posted Apr. 15, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Student Affairs
Multicultural Affairs/Diversity

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Apply By Email

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

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for students, faculty and staff. Posted Apr. 15, 2024, set to expire Jun. 30, 2024

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 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 Centers for Educational Justice and Community Engagement (EJCE) is collaborative charged with developing programs, activities, and strategies that promote students' academic progress and success by engaging them through intersectional and multicultural practices that acknowledge and celebrate their individual and collective experiences. The EJCE collaborative coordinates a series of academic courses and educational and multicultural activities through its centers & offices (African American Student Development, Fannie Lou Hamer Black Resource Center, Asian Pacific American Student Development, Chicana Latinx Student Development, Latinx Student Resource Center, the Gender Equity Resource Center, Multicultural Community Center, Native American Student Development, and the Native Community Center). The collaborative is a key campus partner in helping the campus create an inclusive environment for student populations through intersectional and transformative practices

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and approaches focused on mitigating harm and promoting connections among and across diverse communities. Each partner space is steeped in rich and vibrant legacies and established community-centered praxes of educational justice: leadership development, access, activism, academic excellence and social justice. Our work reflects interconnected identities and experiences through our collective and individual commitments to support and advance future global leaders.

The EJCE team is housed within the Division of Equity & Inclusion.

Application Review Date

The First Review Date for this job is: Friday, April 26, 2024

Responsibilities

African American, Black, African Diaspora and other Multicultural Advising:

- Provides services that support and guide African American/Black undergraduate and graduate student success, provides advising about academic and personal development resources to students engaged in ethnic specific, multicultural, and/or cross-cultural studies, programs, services, and organizations.
- Refers students to appropriate campus and community services.
- Plans develops and implements advising strategies that address campus climate issues impacting students individually and in student organizations.
- Provides multicultural academic counseling across disciplines and colleges/schools to low-income, first-generation college, underrepresented populations.
- Conducts comprehensive analyses of students' issues and needs and provides solutions and alternatives to problem areas.
- Helps students develop strategies to solve academic and personal problems.
- Assists students with the academic research process, including developing a question and hypothesis, selecting appropriate quantitative or qualitative research methods, evaluating evidence, and writing reports.
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Program Management:

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- Plans, develops, and implements programs, services, activities, and strategies that promote critical dialogue and social change around multiculturalism, campus climate, and issues of equity and inclusion.
- Supervises student staff in planning large-scale community events and programs
- Works with student groups on planning their program events.
- Determines and coordinates staffing and other logistical needs.
- Assures issues of safety, security, and risk management are addressed.
- Mentors and develops student staff (on event management and procedures).
- Leads the African American Theme Programming. Partners with Resident Director and Theme Program Assistants to select African American Theme Program participants, plan retreats and programming, and support Resident Director with any program challenges.
- Coordinates and leads programming for the Ghana Study Abroad program and the HBCU exchange programs.
- Coordinates the use of space for programming, meetings and events.
- Assesses program effectiveness and recommends changes in program content, procedures, and policies, as appropriate.
- Recommends the development of new activities and programs.
- Coordinates the development, editing, and publication of academic journals, programs, websites, brochures and, marketing materials.
- Coordinates the content, editing, and publication of AASD newsletters.
- Assists in preparing proposals for extramural funding.
- Develops assessment and analyzes community needs
- Partners with study abroad and African American Studies to coordinate the Annual Study Abroad Program.
- Coordinates with the Office of Undergraduate Admissions and Cal housing for the HBCU exchange program. Manages operations for the exchange program.

Student Leadership Development:

- Hires and trains undergraduate and graduate student coordinators and interns.
- Implements an intersectional framework from various academic disciplines.
- Trains, mentors, and supervises the work of undergraduate and graduate student coordinators and interns in close partnership with the AASD Director.
- Collaborates in facilitating and convening community forums, workshops and dialogues.
- Leads weekly seminars designed to promote students' academic success and retention, personal development, and leadership formation.
- Works in collaboration with the Fannie Lou Hamer Black Resource Assistant Director to lead

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curriculum development, logistics, and teaching of the African American Theme Program seminars offered by the office.

- Acts as instructor, lecturer and grader for African American Theme Program under the African American Studies Department.
- Facilitates collaborative group processes and uses innovative pedagogical models, including group discussion sessions.
- Plans, implements, and teaches academic and personal development seminars/courses.
- Hires, trains, and supervises the work of graduate interns and paraprofessionals in coordination with AASD Director.

Campus Leadership and Collaborative Relationships:

- Develops and maintains relationships with stakeholders, on and off campus, critical to program success.
- Involves serving as a liaison with other programs and organizations on campus and in community; and convening and facilitating meetings.
- Promotes collaborations among various student, staff, faculty, and community constituencies with interests in social justice, equity and inclusion.
- Works with academic departments, faculty, and department management to help resolve specific student academic issues.

Professional Development & Other Duties as Assigned:

- Keeps abreast of changing and evolving trends regarding African American/Black students, multicultural education/counseling, multicultural education, identity, student development theories.
- Keeps abreast of student trends in higher education, particularly low-income and first-generation college populations.
- Completes special projects and maintains membership in campus committees and work teams.

Required Qualifications

- Knowledge of the histories, theories, and practice of African/African American/Black/Diaspora thought, multiculturalism, African/African American/Black/Diaspora student development and student leadership development.
- Knowledge of the methodologies used to enhance students' academic and personal development, such as collaborative and student-centered teaching/learning models, small group

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facilitation, coaching, mentoring, and advocacy.

- Knowledge of trends and issues facing students from low-income, underrepresented, multiracial, multiethnic, mixed-race, mixed-ethnic, immigrant, refugee, disability, and/or LGBTQIA+ backgrounds.
- Knowledge of community, labor, youth, and/or student organizing.
- Knowledge of research methodology and design.
- Experience collecting and analyzing data, and generating reports.
- Interpersonal and Communication skills.
- Demonstrated ability to work effectively with diverse communities of students, staff, and faculty.
- Highly developed interpersonal and public communication skills including political acumen, social/cultural perceptiveness, conflict management, and interventions strategies.
- Program skills.
- Thorough knowledge and understanding of concepts, principles, and practices of multicultural event planning and campus-community relations, including event design, organization, and production.
- Knowledge and experience analyzing complex situations and identifying solutions to solve problems.
- Skills and experience in developing and administering programs designed to meet the diverse needs of students.

Education/Training:

- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Advanced 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 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

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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 salary or hourly range that the University reasonably expects to pay for this position is \$64,600.00 - \$80,000.00.

- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.
- This is a hybrid position, eligible for up to 20% remote capability.

How to Apply

To apply, please submit your resume and cover letter.

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.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

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](https://www.eeoc.gov/)

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poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination 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

University of California, Berkeley

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