

Associate Director of Campus Partnerships &  
Engagement (0566U) - 5303  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=137605>

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Posted Feb. 3, 2020, removed Apr. 30, 2020

<b>Job Title</b>	Associate Director of Campus Partnerships & Engagement (0566U) - 5303
<b>Department</b>	
<b>Institution</b>	University of California Berkeley Berkeley, California
<b>Date Posted</b>	Feb. 3, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Enrollment Management/Registrar Admissions/Financial Aid
<b>Apply Online Here</b>	<a href="https://apptrkr.com/1800996">https://apptrkr.com/1800996</a>

**Apply By Email**

**Job Description**

Associate Director of Campus Partnerships & Engagement (0566U) - 5303  
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 commitment to equity and social justice; and its roots in the California experience, animated by such

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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 [\[url=https://apptrkr.com/get\\_redirect.php?id=1800996&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1800996&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get\\_redirect.php?id=1800996&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=1800996&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get\\_redirect.php?id=1800996&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1800996&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)our Strategic Plan.

### Departmental Overview

The Office of Undergraduate Admissions is charged with providing an equitable opportunity for every applicant to obtain admission to the University. The department must operate in a professional manner that ensures positive staff morale, values hard work and dedication, and in which staff communicate and collaborate effectively. Furthermore it must also present a coordinated effort to standardize procedures, document best practices, offer a variety of methods for professional development, as well as providing first-class customer service.

### Responsibilities

#### Diversity Recruitment Expertise:

- \* Serves as a campus expert for recruitment of UC-qualified students from under-represented populations.
- \* Participates with high level management in strategic thinking and planning in policy domain.
- \* Works with Center for Educational Partnerships, Centers for Educational Equity & Excellence (CE3), Office of Undergraduate Admissions, Development Office - Student Experience and Diversity, Community Relations, Multi-Cultural Student Development Offices, Academic Departments and UC Office of the President to attain a coordinated system-wide approach responsive to increasing

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applications to Berkeley from UC-qualified under-represented students.

- \* Applies advanced knowledge of K-12 and community college environments and trends to develop and implement strategic OUA/CEP partnerships.
- \* Ensures alignment in approach across functional units tasked with creating pipelines and recruitment of students to Berkeley.
- \* Plans, develops, implements and directs new programs and initiatives and recommends organizational structure changes required to implement new policies.
- \* Prepares high-level briefings for campus leaders on changes in systems or policy that will have impact on attracting and preparing students for Berkeley.
- \* The incumbent must be innovative in their approach and ensure buy-in from all stakeholders.

Data and Fundraising:

- \* Works with the Assistant Vice Chancellor and Director of Undergraduate Admissions, Assistant Vice Chancellor for Educational Partnerships and Vice Chancellors of Student Affairs and Equity & Inclusion to create and analyze data and context to help fundraise for outreach, admission and recruitment projects in their area of expertise.
- \* Writes high-level and high impact case statement documents in support of fundraising proposals and development activities for high capacity donors and high capacity foundations.
- \* Works with a high degree of autonomy with high level UDAR leaders on projects approved by campus or Student Affairs and E&I cabinets.
- \* Speaks to donors about purposeful donations, scholarships, HSI and other equity & inclusion needs at Berkeley.

YIELD:

- \* Participates with high level management in strategic thinking and planning in YIELD related areas.
- \* Develops proposals and recommendations to guide and support a broader strategic direction for the organizations.
- \* Analyze impact of current activities and identify gaps.
- \* Create strategic plans for recruitment and YIELD activities that plan for higher impact and addresses gaps.
- \* Meet consistently throughout the year with the Assistant Vice Chancellors and other CEP and OUA leaders.
- \* Develop and Implement new strategies and events that advance the partnership between CEP and OUA and with other campus and external partners.
- \* Responsible for the annual day long CEP & OUA College Access Symposium.
- \* Identifies policy issues of importance to the Campus which frequently cross organizational lines and

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require research of state and national organizations; develops appropriate analytical and procedural framework for addressing the issues on the Campus. Some of these areas include pre-college preparation, uplifting students of color for graduate programs, pipeline building, and addressing diversity issues by college (women and STEM, socio economic, native, first generation, etc.).

- \* Some of these areas include pre-college preparation, uplifting students of color for graduate programs, pipeline building, and addressing diversity issues by college (women and STEM, socio economic, native, first generation, etc.).
- \* Participate in the Hispanic Serving Institution Task Force and be an advocate for the initiative.
- \* Formulates new policies and procedures for implementation on the campus.
- \* Plans, develops and implements new programs and organizational structure changes required to ensure we best leverage diversity and inclusion in our enrollment and recruitment processes.
- \* Special projects; membership in divisional, campus, and UC system-wide committees and task forces.
- \* Professional development: keeps abreast of changing and evolving trends regarding underrepresented and underserved students, higher education equity-impact policy, educational access and opportunity, and state and federal legislation.
- \* Provides accountability to OUA and CEP donors ensuring that goals and key performance indicators are met.
- \* Work closely with Government and Community Relations and Divisional and Campus Communications to promote diversity, inclusion and belonging on campus.

#### Required Qualifications

- \* Expert knowledge of campus or ability to learn processes, protocols and procedures and external regulatory requirements in policy domain.
- \* Intermediate to advanced knowledge of admissions and enrollment computer applications.
- \* Advanced analytical/problem-solving skills.
- \* Advanced communication and interpersonal skills to communicate with and influence all levels of staff, both verbally and in writing.
- \* Ability to multi-task with demanding timeframes.
- \* Proven ability to exercise a high level of good judgment, tact and diplomacy, discretion and maintain all confidentiality.
- \* Knowledge of Financial Aid
- \* Demonstrated knowledge of strategic planning and advanced skills in all levels of project management.
- \* Advanced knowledge of issues and policies pertaining to equity and inclusion, educational access and opportunity, workplace diversity and/or faculty diversity.
- \* Demonstrated knowledge of the organizational environment of higher education and large research

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universities to understand client priorities, issues, motivations and constraints.

- \* Knowledge of or ability to learn common campus-specific and other application programs including Cal Answers or similar program, state and federal educational databases, and Filemaker Pro.
- \* Significant university and community-based event planning experience.
- \* Advanced ability to analyze and synthesize large amounts of data for preparing sound and relevant high-level briefings and proposals.
- \* Proven ability to complete projects in a fast-paced environment, meeting multiple and competing deadlines and priorities.
- \* Extensive knowledge of issues facing low-income, underrepresented and first generation to college students.
- \* Demonstrated cultural competence with respect to race, ethnicity, socioeconomic status, gender, sexual orientation, ability, religion, and other identities.
- \* Understanding of emerging partnerships between higher education and K-12 education and the ability to successfully identify key players and cultivate these relationships.
- \* Demonstrated experience producing complex written documents such as MOUs, case studies, proposals, concept papers and strategic analysis.
- \* Extensive knowledge and experience working with college access and academic preparation programs.
- \* Ability to work with a dynamic and diverse group of faculty, staff, and students.

#### Education/Training:

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

#### Salary & Benefits

This is an exempt, monthly paid position. Annual salary is commensurate with experience within the range of \$100,000.00 - \$124,000.00.

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

[url=https://apptrkr.com/get\_redirect.php?id=1800996&targetURL=http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

#### How to Apply

Please submit your cover letter and resume as a single attachment when applying.



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#### Other Information

This is a 4-year, full-time (40-hours per week), Contract (temporary) position.

#### 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 see:

[url=https://apptrkr.com/get\_redirect.php?id=1800996&targetURL=http://www.eeoc.gov/employers/upload/pos

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

[url=https://apptrkr.com/get\_redirect.php?id=1800996&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1800996]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H

#### 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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