

Assistant Dean for Administration and Finance (0548U)  
16996  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=156963>

Downloaded On: May. 8, 2021 9:40am

Posted Apr. 5, 2021, set to expire Jul. 1, 2021

<b>Job Title</b>	Assistant Dean for Administration and Finance (0548U) 16996
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Apr. 5, 2021
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Dean
<b>Academic Field(s)</b>	Financial Planning/Budget Management Business & Administration
<b>Apply Online Here</b>	<a href="https://apptrkr.com/2209631">https://apptrkr.com/2209631</a>

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**Job Description**

Assistant Dean for Administration and Finance (0548U) 16996  
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 [\[url=https://apptrkr.com/get\\_redirect.php?id=2209631&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=2209631&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get\\_redirect.php?id=2209631&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=2209631&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get\\_redirect.php?id=2209631&targetURL=https://strategicplan.berkeley.edu/jour Strategic Plan](https://apptrkr.com/get_redirect.php?id=2209631&targetURL=https://strategicplan.berkeley.edu/jour-Strategic-Plan)[\[url=https://apptrkr.com/get\\_redirect.php?id=2209631&targetURL=https://strategicplan.berkeley.edu\]](https://apptrkr.com/get_redirect.php?id=2209631&targetURL=https://strategicplan.berkeley.edu).

#### Departmental Overview

The Undergraduate Division is currently one of the five divisions in the College of Letters and Science. The primary charge of the division is the academic well-being of the more than 23,000 undergraduates in the College, 73% of Berkeley's undergraduates. Undergraduate Studies is organized into three primary areas that serve undergraduates in the College of Letters and Science and across campus: Academic Engagement, Undergraduate and Interdisciplinary Studies Teaching Programs, Undergraduate Advising.

**Academic Engagement:** the division serves an incubator for new ideas, including co-curricular programs and initiatives designed to promote the ideals of a liberal-arts education. We are especially committed to creating and overseeing programs that nurture productive intellectual relationships among faculty members and students. Includes the Office of Undergraduate Research and Scholarships, Freshman and Sophomore Seminars, Big Ideas and Discovery Courses.

**Teaching Programs:** the division is a center for innovations in undergraduate education that extend beyond traditional departmental boundaries. The major and minor programs in UGIS attract undergraduates who wish to explore intellectually engaging and promising interdisciplinary areas of study. College Writing Programs serves students who must satisfy the Entry Level Writing Exam and

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composition requirements as well as intermediate writers wishing to enhance their writing skills. Military Affairs is home to three departments: Naval Science, Aerospace Studies, and Military Science.

Undergraduate Advising: The Office of Undergraduate Advising (OUA) is committed to providing the more than 23,000 undergraduate students in the College with the support and guidance necessary to succeed in the pursuit of a liberal-arts education. The staff include both professional and peer advisers as well as faculty who work as assistant and associate deans

### Responsibilities

- \* The Assistant Dean for Administration and Finance provides leadership and management of the administrative operations of the L&S Undergraduate Division and serves as the Chief Administrative Office, Division Finance Leader, and HR Director for the L&S Division of Undergraduate Studies. Serves as key strategic advisor to the Dean for academic and non-academic matters. Responsible for short and long term strategic planning, program development, and resource allocations to meet organizational objectives. Manages the student services that support the undergraduate major and minor programs as well as IT and space planning for the academic programs in the division. Directs the work of subordinate managers and supervisors responsible for administrative operations. Position currently reports to the Dean of the Undergraduate Studies and works with a high degree of autonomy.
- \* The Assistant Dean applies breadth and depth of institutional knowledge to develop sound long and short term strategic plans and build relationships with key constituencies and stakeholders. Formulates and advises on administrative policy development and implementation and designs administrative structures that have campus-wide impact for which there is no precedent. Oversees all administrative processes for interdisciplinary and large cross-campus programs which must work across academic units yet also be responsive to campus policy and procedures. Designs creative administrative procedures to support innovative interdisciplinary and undergraduate programs that operate outside of the traditional department, school, or college structure. Keeps abreast of campus initiatives regarding undergraduate education.
- \* Serves as division's financial leader. Independently designs and implements the division's annual and multi-year budget process, creates multi-year budget plans, and advises Dean on resource management and allocations based on a thorough understanding of programmatic objectives and priorities, analyzes funding requests against other division financial commitments, identifies resources and tradeoffs, implements funding decisions, and independently oversees the management of the financial operation. Provides guidance to program directors (faculty and staff) and supports the development of programmatic and financial plans. Proposes creative approaches to maximize the efficient use of resources, designs administrative processes and financial strategies that support inter-divisional collaborations and interdisciplinary programs and initiatives. Monitors division and program adherence to approved budget and adjusts budget plans in response to changing circumstances and

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ensures implementation and compliance with key financial controls.

\* Serves as chief administrative officer. Provides division-wide oversight and executes broad decision making authority on division-wide operational matters. Position requires strong leadership skills, an aptitude for designing new administrative procedures that adhere to campus guidelines while supporting complex operations, and ability to successfully work with a variety faculty, staff, and campus administrators. Manages, plans and oversees all administrative operations (Finance, HR, IT, Space Planning, major/minor advising services) of the L&S Undergraduate Division which includes campus-wide programs that extend beyond traditional departmental boundaries. In consultation with Dean, evaluates organizational structure, supervisory relationships, and establishes resource and staffing priorities. Monitors strategic direction of programs. Represents division and its programs to central units (Financial Planning & Analysis, OPA, Controller, Capital Strategies, etc.)

\* Directs the work of the Assistant Director for Finance, the Assistant Director for Human Resources, IT support staff, the Teaching Program Student Academic Advisors, and the facilities coordinator who oversee the administrative and operational functions of the Academic Engagement Programs, Teaching Programs, and the Office of Undergraduate Advising. Directs the work of the Directors/Managers of units (OURS, Academic Enrichment, Undergraduate Advising, Military Affairs, College Writing) providing guidance on financial planning, resource allocations, academic and staff HR, and provide guidance to ensure best practices and appropriate administrative procedures. Serves as primary point of communication between central campus units and directors.

\* Requires advanced knowledge of financial analysis and reporting, accounting, academic and staff personnel policies and procedures, payroll, and undergraduate advising student services.

#### Required Qualifications

- \* Experience in short and long term financial planning
- \* Strategic planning experience
- \* Program and project management experience
- \* Strong analytical skills and strong ability to quickly evaluate complex issues and identify multiple options for resolution
- \* Excellent political acumen demonstrated by the ability to successfully navigate complex networks of relationships and to work with a high level of competence and sensitivity in achieving division-wide goals.
- \* Strong oral and written communication skills
- \* Experience supervising staff that support a diverse range of services (financial, HR, student services)
- \* Excellent skills to work collaboratively and act persuasively in sensitive situations; skills in conflict management techniques.
- \* Bachelor's degree and/or equivalent training/experience.

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### Preferred Qualifications

- \* Demonstrated interest in undergraduate education.
- \* Advanced knowledge of or ability to quickly learn UC policies, procedures, and practices.
- \* Familiarity with staff and academic personnel policy and procedures.
- \* Familiarity with or ability to learn campus systems (CalPlanning, Cal Answers, BFS, UCPATH, etc.)
- \* Experience with successful leadership in a higher education environment
- \* Familiarity with undergraduate student services.

### Salary & Benefits

This is an exempt, monthly paid position. Annual salary is commensurate with experience.

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

[url=https://apptrkr.com/get\_redirect.php?id=2209631&targetURL=https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

### How to Apply

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

### Diversity Statement

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive.

### Other Information

The minimum posting duration of this position is 14 calendar days. The department will not initiate the application review process prior to April 16, 2021.

### Conviction History Background



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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=2209631&targetURL=https://www.eeoc.gov/sites/default/files/mig

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

[url=https://apptrkr.com/get\_redirect.php?id=2209631&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/2209631]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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