

Assistant Director, Executive Education Online Programs  
(4330U), Berkeley Law - 27338  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=173139>

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Posted Nov. 22, 2021, set to expire Mar. 20, 2022

<b>Job Title</b>	Assistant Director, Executive Education Online Programs (4330U), Berkeley Law - 27338
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Nov. 22, 2021
<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>	Continuing Education/Distance Learning
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**Job Description**

Assistant Director, Executive Education Online Programs (4330U), Berkeley Law - 27338  
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 values as innovation, questioning the status quo, and respect for the environment and nature. Since its



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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 [\[url=https://apptrkr.com/get\\_redirect.php?id=2655982&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=2655982&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get\\_redirect.php?id=2655982&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=2655982&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get\\_redirect.php?id=2655982&targetURL=https://strategicplan.berkeley.edu/our-strategic-plan\]](https://apptrkr.com/get_redirect.php?id=2655982&targetURL=https://strategicplan.berkeley.edu/our-strategic-plan)our Strategic Plan[\[url=https://apptrkr.com/get\\_redirect.php?id=2655982&targetURL=https://strategicplan.berkeley.edu/\]](https://apptrkr.com/get_redirect.php?id=2655982&targetURL=https://strategicplan.berkeley.edu/).

### Departmental Overview

Berkeley Law Executive Education helps legal practitioners and business professionals, as well as government and nonprofit leaders, meet their professional goals by delivering world-class certificate programs that teach hard and soft skills, elicit insights that lead to more effective problem solving, and expand participant networks. The program draws upon the expertise of UC Berkeley faculty, the law school's extensive alumni network, and deep relationships with business and legal leaders to provide program participants with access to thought leaders from a wide range of disciplines.

Many of the programs from Berkeley Law Executive Education provide for Mandatory Continuing Legal Education (MCLE) credits (MCLE). Programs offering MCLE credit include monthly webinars, online courses, and inperson bootcamps and workshops.

### Application Review Date

The First Review Date for this job is: December 3, 2021

### Responsibilities

\* Works with program leadership to identify and pursue funding opportunities and revenue streams.

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- \* Specifically, this includes identifying corporate sponsors, organizations that can enroll multiple students, and new topic areas for curricular development.
- \* Assesses program's effectiveness, and recommends changes to program's content, policies and procedures accordingly.
- \* This includes developing and reviewing evaluation forms for Online Executive Programs.
- \* Serves on committees representing the program, participating in short term and long term planning.
- \* Financial and programmatic responsibility for analysis and oversight for all online programs, including research and benchmarking of peer and competitor organizations.
- \* Manages customer service for all online programs, including oversight of less experienced staff supporting these efforts.
- \* This includes dealing with customer complaints, escalating when necessary, and identifying opportunities to sell additional products or programs.
- \* Oversees curricular and technical development for new online programs and updates to existing programs.
- \* This position will work with Director of Executive Programs and Executive Director of the Berkeley Center for Law and Business to develop syllabi for new programs and updates to existing programs, identify instructors and speakers, and produce new content.
- \* Specifically, this position will survey and communicate with alumni of executive programs to identify opportunities for updated curriculum to existing programs and new curriculum for future programs.
- \* Furthermore, this person will develop strategies for implementing updated and new curriculum in virtual/online formats.
- \* Serve as the primary point of contact for partner organizations.
- \* Oversee sales and marketing efforts for all online programs.
- \* Specifically, this includes working with school communications staff and outside vendors to develop marketing campaigns, manage budget for marketing campaigns, and to assess performance of outside vendors.
- \* Additionally, this position will be responsible for conducting outreach to past students and potential new students to sell relevant programs.
- \* Partner with event services staff supporting Online Executive Programs.

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- \* This includes consulting with the Director, Event Services to select appropriate staff and to develop and manage a work schedule for staff supporting Online Executive Programs.
- \* Develop and manage the budget for Online Executive Programs in coordination with the law school finance department, including ongoing revenue and cost projection analysis for online programs.
- \* Collaborates with the Director of Executive Programs and Executive Director of the Berkeley Center for Law and Business to develop overall annual budgets for Executive Education.
- \* This position will work with Event Services to manage the MCLE process for all programs and courses that offer MCLE credit.
- \* Additionally, this position will direct staff from Executive Education and Event Services that support the offering of MCLE credit for all programs and courses that offer MCLE credit.
- \* Participates in performance development and training opportunities.

#### Required Qualifications

- \* Thorough knowledge of administrative, budgetary, curricular development and financial principles and practices.
- \* Strong verbal and written communication skills with the ability to effectively communicate with diverse populations.
- \* Strong ability to think creatively and independently on concepts requiring advanced analytical skills.
- \* Strong interpersonal skills and ability to work with diverse groups to achieve results.
- \* Strong ability to work collaboratively with internal and external peers and managers.
- \* Strong attention to detail.
- \* Strong computer skills with proficiency in Microsoft Office, Google Suite, video conferencing platform (e.g. Zoom, Skype, Microsoft Teams, Google Meet, etc.) and the ability to learn new computer programs and software systems.
- \* Demonstrated organizational and project management skills to work successfully with clients and effectively execute multiple projects with strict or competing deadlines.
- \* Knowledge of marketing and communications strategies to effectively promote programs and events to the targeted audience.

#### Education/Training:

- \* Bachelor Degree in related area and/or equivalent experience / training required.

#### Preferred Qualifications

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- \* Academic background and experience in selected area of research preferred.
- \* Solid fundraising experience.

#### Education/Training:

- \* Advanced degree in related area and / or equivalent experience / training preferred.

#### Salary & Benefits

This is an exempt, monthly paid position. Annual salary is commensurate with experience within the range of \$90,880.00 - \$102,200.00.

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

[url=https://apptrkr.com/get\_redirect.php?id=2655982&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.

#### Other Information

This is a full-time (40 hours/week), Career 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



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about your rights as an applicant see:

[url=https://apptrkr.com/get\_redirect.php?id=2655982&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=2655982&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/2655982]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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