

Chief Diversity Officer (4635U), Department of Chemistry -  
42522  
University of California, Berkeley

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Posted Sep. 21, 2022, set to expire Jan. 18, 2023

<b>Job Title</b>	Chief Diversity Officer (4635U), Department of Chemistry - 42522
<b>Department Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Sep. 21, 2022
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Senior Executive Officer
<b>Academic Field(s)</b>	Multicultural Affairs/Diversity
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**Job Description**

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**Chief Diversity Officer (4635U), Department of Chemistry - 42522**

**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

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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](http://grow.berkeley.edu).

### Departmental Overview

The College of Chemistry is comprised of:

- The Department of Chemistry
- The Department of Chemical and Biomolecular Engineering

Both disciplines provide the opportunity and means for meeting major scientific and technological challenges, such as addressing climate change, increasing the world's food supply, synthesizing new materials, and discovering and delivering important drugs. The college prides itself on a balanced approach to science, with research areas ranging from experimental to theoretical. Faculty in both departments are engaged in teaching and research in a wide range of applications and sub-disciplines.

### Application Review Date

The First Review Date for this job is: October 4, 2022

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## Responsibilities

### Leadership to Promote Diversity, Equity, Inclusion, and Wellness:

- Develops programs to build literacy around diversity, equity, and inclusion issues amongst faculty, staff, and students.
- Leads programming and initiatives that increase interaction between students, staff, and faculty that aim to improve College climate.
- Serves on committees representing the DEI program and participates in short- and long-term planning.
- Attends meetings with student leaders, as appropriate.
- Meets with faculty, students, staff, and other stakeholder groups to build support and engagement in DEI programs.
- Works with student services staff to provide support for programs, including scheduling, logistics, developing content, materials, etc., as needed.
- Works with the Associate Dean for Diversity, Equity, and Inclusion to develop materials (e.g., faculty search guidelines, guidance for candidates on diversity statements, materials to use during candidate interviews, evaluation rubrics) to support the faculty search process.
- Serves as a resource for faculty, students, and staff involved in faculty hiring.
- Conducts evaluation and assessment on the effectiveness of faculty search processes and tracks the outcomes over time. Identifies and facilitates the implementation of new faculty recruitment and hiring best practices that CoC should consider adopting, based on updated literature, best practices, and experiences in other units and campuses.
- Works with managers and senior leaders to design and implement talent management processes and systems to increase the diversity of the senior leadership team and College staff.
- In coordination with People and Culture and HR partners, design and implement strategies that attract and retain diverse staff to the College.
- Establishes, implements, and ensures search committee practices that will result in unbiased, fair deliberations, and hiring decisions.
- Develops, implements, and monitors programming and strategies that help to retain faculty and staff recruited from diversifying strategies and efforts.
- Advises the Dean, Associate Dean for DEI, Department Chairs, Faculty Equity Advisors, and search committees on how to increase the diversity of ladder-rank faculty and professional faculty.
- Provides consulting and advising to faculty members on how to create more inclusive classroom environments.
- Partners with instructional and ladder faculty to bring DEI into coursework.
- Consults with faculty on developing methods to evaluate teaching with respect to fostering inclusive classroom environments.

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- Assists faculty in conveying efforts to foster inclusive classroom environments in faculty personnel reviews.
- Manages the strategy for increasing effectiveness of outreach strategies for prospective students and works with chairs and vice chairs on how to revise application criteria and review processes to increase the diversity of the graduate student cohorts.
- Partners with People and Culture and HR partners to administer and evaluate the results of staff engagement and climate surveys.
- Partners with Departments and student leaders to help administer and evaluate the results of student/faculty climate surveys.
- Advises the Associate Dean and senior leaders on strategies in response to the results of such surveys.
- Leads the CoC leadership team (dean, associate deans, senior assistant deans, department managers) in an annual strategic planning process to guide programs and priorities to advance equity, inclusion, and diversity in the College via a data driven approach.
- Serves on the Executive Committee for Diversity, Equity, Inclusion and Wellness, which will be charged with developing strategies, policies, and programs to advance DEI and foster a more inclusive and accommodating culture within the College.

Evaluating:

- Creates assessment systems, tracks results of new programs, and communicates those results.
- Based on assessment results, recommends changes to programs' content, policies, and strategic goals accordingly.

Fundraising:

- Partners with the College Relations & Development (CR&D) Team to secure funding for diversity, equity, and inclusion initiatives and programs.
- Identifies and applies for funding from multiple external sources (corporations, foundations, individuals, other universities, federal funding agencies (e.g., NSF)).
- Partners with CR&D team to secure funding to:
  - 1) increase the amount of scholarship awards for students from minoritized backgrounds and develops a legal process for awarding scholarships directly to these students
  - 2) increase support for graduate students from minoritized backgrounds and junior faculty, and
  - 3) establish endowed professorships to increase the success of targeted recruitments.

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- Collaborates with Undergraduate Student Services on student programming and fundraising strategy.
- Makes budget allocation decisions about scholarships and student programming in partnership with other members of the leadership team.

Financial Management:

- Oversees, manages, and executes fiduciary responsibilities for funds allocated to DEI programs and initiatives.
- Works collaboratively with the CoC Finance and CR&D units to fulfill regular and ad hoc reporting requirements, the annual budgeting process, and/or financial analyses.

External Leadership/Outreach:

- Represents the College to the campus community and relevant external constituencies in the area of DEI.
- Plays a leadership role among the UC Berkeley community to push forward the campus-wide DEI strategic plan. In partnership with student leaders, builds upon and institutionalizes student-led equity initiatives to continue to enhance student climate and connect student leaders across degree programs. Leads strategies amongst Advisory Board members and other external partners to communicate the College's values concerning DEI and incorporate such individuals in training and educational initiatives, as needed.

**Required Qualifications**

- Advanced knowledge of issues and policies pertaining to equity, inclusion, and diversity, educational access and opportunity in STEM fields.
- Advanced understanding of issues affecting diverse students, in all dimensions, including issues of disparities in educational background, class, race, gender, disability, age, sexuality, and immigration status.
- Advanced experience with multicultural competencies; demonstrated ability to work with diverse populations including undergraduate and graduate students, faculty, staff, and outside agencies.
- Excellent verbal and written communication skills, specifically as it relates to communicating to a variety of internal and external stakeholders about diversity, equity, and inclusion; demonstrated expertise building collaborations.
- Expert influencing skills.

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- Proven ability to support and empower leaders who are less experienced in leading conversations about diversity and inclusion to build the school's capacity in equity leadership.
- Knowledge of the organizational environment of higher education and large research universities.
- Experience with different types of program evaluation and assessment; ability to design evaluation and assessment tools and interpret results.
- Demonstrated advanced skills and knowledge of strategic planning and project management.
- Understands faculty, student, staff priorities, issues, motivations and constraints and the ability to work with diverse, multicultural work teams and constituents.
- Proven ability to successfully present at, lead, and facilitate meetings with diverse participants.
- Track record of strategic planning, change management, program implementation, and managing across multiple important priorities.
- Ability to juggle competing priorities successfully with a high volume of work in a complex working environment while meeting multiple and competing deadlines and priorities.
- Demonstrated skills in problem identification, sound judgment and decision making, analytical, critical thinking, creative problem solving, and organizational skills.
- Proven political acumen in complex, multi-layered organizations.
- Demonstrated skills with common computer application programs, including the Microsoft Office Suite, Gmail Collaboration Suite, and databases.
- Proven ability to exercise high levels of good judgment, tact, discretion and confidentiality (as required).

Education/Training:

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

**Preferred Qualifications**

- Ph.D. in STEM discipline or STEM-related field is preferred.
- 10+ years of DEI focused experience, including leadership and managerial experience in an academic setting.
- Ability to travel and represent the program externally.
- Experience in fundraising and/or grant writing.



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### **Salary & Benefits**

- This is a full-time (40 hours/week), career position, and eligible for full UC benefits.
- This is an exempt, monthly paid position. The annual salary is commensurate with experience.

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

<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. Please upload the document in the Resume section, then skip the (optional) Cover Letter upload section.

### **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:

[https://www.eeoc.gov/sites/default/files/migrated\\_files/employers/poster\\_screen\\_reader\\_optimized.pdf](https://www.eeoc.gov/sites/default/files/migrated_files/employers/poster_screen_reader_optimized.pdf)

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

<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>

### **To apply, visit**

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)



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**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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