

Director of Operations, Center for Law, Energy & the
Environment (7377U), Berkeley Law - 45421
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=199873>

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Posted Nov. 18, 2022, set to expire Jul. 1, 2023

Job Title	Director of Operations, Center for Law, Energy & the Environment (7377U), Berkeley Law - 45421
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 18, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Academic Unit
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Job Description

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Director of Operations, Center for Law, Energy & the Environment (7377U), Berkeley Law - 45421

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.

Departmental Overview

UC Berkeley's School of Law is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. The law school is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national and global import. Currently ranked among the top law schools in the country, the School of Law has ambitious development goals as it looks to continue producing leaders in law, government, and society.

The Center for Law, Energy & the Environment (CLEE) is based at the UC Berkeley School of Law, which benefits from one of the leading environmental law programs in the nation. Building on UC Berkeley's history of and commitment to research and public service, CLEE leverages the intellectual resources of Berkeley faculty and students in furtherance of applied research in a variety of environmental and energy law and policy areas. CLEE's research priorities include combating climate change, advancing sustainable energy, addressing water allocation and management challenges, and sustaining healthy oceans, among other pressing environmental and energy challenges.

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The Director of Operations will work with the Executive Director to manage the Center's day-to-day operations. The Director of Operations is a full-time employee who will coordinate and oversee the Center's administrative, human resource, and student programming.

Application Review Date

The First Review Date for this job is: December 1, 2022

Responsibilities

Budget & Finance

Supports CLEE's fiscal oversight and management processes at both a project and organizational level through the following activities:

- Liaises with program staff and Law School Finance staff during the pre- and post-award phases of grants and contracts, including:
 - Partners with CLEE research staff to during the pre-award process to develop straightforward contract and grant proposals and proposal budgets.
 - Prepares and finalizes support documentation as required by proposal guidelines and coordinates proposal submissions with Sponsored Projects Office.
 - Organizes, plans, and monitors fiscal budget control of contracts and grants administration, gifts, endowments, and privately funded projects for research programs.
 - Ensures complete and accurate collection of research administration at all stages of the contract and grant life cycle.
 - Tracks expenses and personnel costs across grants and contracts to ensure smooth and efficient spend down of grants, including working with project and program directors to develop monthly grant allocations.
 - Consults regularly with the Law School Finance team to coordinate activities and establish efficient finance and budget procedures for CLEE.
- Collaborates with the Executive Director and grant managers to develop an organizational budget to most effectively deploy restricted and unrestricted grant funds to meet Center goals.
- Supervises CLEE's Program Administrator to support CLEE's procurement and reimbursement processes to ensure compliance with financial policies and protocols.

Human Resources:

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Consults with the Executive Director and project and program directors to assess and support staffing and personnel needs, including the following:

- Partners with Law School Human Resources to facilitate recruitments and coordinate hiring and onboarding processes
- Works with the Executive Director to facilitate regular review and contract renewal process for program staff
- Consults regularly with Law School Human Resources team to develop efficient and effective human resources procedures for CLEE
- Collaborates with the Executive Director to plan, develop and execute strategy in support of organizational/staff structures, professional development and training, succession planning, etc.
- Serves as a resource to Executive Director and other Academic employees on HR-related matters.

Supervision:

Responsible for the employment, selection, training, development, performance management and evaluation, counseling, and discipline of assigned staff members and/or support staff:

- Supervises the administrative staff employees, and oversees volunteers and work-study students.
- Develops metrics for assessing successful execution of job responsibilities and holds direct reports accountable for achieving goals.
- Conducts regular check-in meetings/conversations with direct reports and delivers performance reviews in accordance with campus policies
- Develops and implements performance improvement plans, including execution of disciplinary actions, as needed.
- Trains, mentors and develops direct reports.

Student Programming & Events:

Manages student programming and events for CLEE, including but not limited to the following:

- Develops and organizes the CLEE events calendar
- Conducts needs assessment analysis to develop and propose budgets
- Delegates work and assigns tasks to staff, students and volunteers to organize and execute successful events for Law School students, including Energy and Environmental Law Curriculum

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overview, career fairs, and student activities fair.

- Leads collaborative discussions with CLEE staff to identify opportunities for Law student engagement in research projects and initiatives
- In consultation with the Executive Director, establishes budgets for events and has delegated authority to approve event-related charges.
- Ensures Student resources and activities section of CLEE website is updated and maintained accordingly
- Develops and/or approves outreach material
- Tracks events and outcomes to report to donors and other stakeholders.
- Liaises with Events Services Unit (ESU), the Communications Department, and other departments as appropriate to successfully plan and execute events.

Other Duties as Assigned:

CLEE is a small, dynamic organization and the Director of Operations may be called onto to support a emergent needs and activities, including but not limited to the following:

- Supporting and coordinating activities with Director of Advancement
- Supporting preparation of Annual Snapshot report of CLEE activities
- Supporting CLEE events and activities, including Advisory Board meetings, staff gatherings, and fundraising events.
- Engages in professional development and training opportunities

Required Qualifications

- Thorough knowledge of or ability to quickly learn University rules and regulations, processes, protocols and procedures for budget, accounting and fund management, and / or personnel management.
- Excellent interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising and counseling skills.
- Knowledge of a variety of administrative operational activities such as event planning, basic fundraising processes, risk management planning, website design, accounting and payroll, and contracts and grants regulations and guidelines.
- Strong skills in short-term planning, needs assessment analysis, problem-solving, and customer service.
- Thorough knowledge of financial analysis and reporting techniques, and / or human resources

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- policies and procedures for staff and academic employees.
- Strong organizational skills with demonstrated ability to prioritize and coordinate several projects simultaneously with demanding timeframes.
 - Experience working with project and/or organizational budgets, including goal setting, budget planning, and forecasting.
 - Experience or familiarity in hiring and onboarding processes and procedures
 - Ability to be a self-starter, to take initiative and work independently as well as on a team. Ability to work collaboratively to achieve results
 - Strong computer skills, including proficiency in Microsoft Office, Google Suite, and video conferencing platforms (e.g. Zoom, Skype, MS Teams, Google Meet, etc.), with the ability to learn new computer programs and software systems.
 - Strong political acumen and the ability to use discretion and sound judgment in managing sensitive information and in responding to issues and concerns. Must be able to maintain confidentiality.
 - Demonstrated commitment to and understanding of diversity, equity, inclusion, and belonging (DEIB), and ability to apply and integrate core concepts of DEIB into everyday practice.
 - Must be 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.
 - Must demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community.
 - Excellent analytical skills, with the ability to think creatively to solve problems and develop solutions.
 - Experience in project management and/or event planning.
 - Experience as an office manager or overseeing the administrative responsibilities of an organizational unit.

Education/Training:

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

Preferred Qualifications

- Strong leadership and team-building skills required.
- Supervisory experience is preferred.
- Experience working in a research or academic setting



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- Excitement and commitment to CLEE's mission and environmental sustainability, more generally.

Salary & Benefits

- This is a one-year, full-time (40 hours/week), Contract (temporary) appointment and eligible for full UC benefits.
- This is an exempt, monthly paid position. The annual salary is commensurate with experience within the range of \$85,000.00 - \$96,000.00.
- This position is eligible to work remotely up to one day per week.

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 in the *Resumes* section of your application.

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:

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:



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

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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