

Associate Director, Technical Assistance (7399U),  
Institute of Research on Labor and Employment - 69968  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=237184>

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Posted Jun. 7, 2024, set to expire Jun. 30, 2024

**Job Title** Associate Director, Technical Assistance (7399U),  
Institute of Research on Labor and Employment -  
69968

**Department**

**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Jun. 7, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Research  
Administration - General

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**Job Description**

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**Associate Director, Technical Assistance (7399U), Institute of Research on Labor and  
Employment - 69968**

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

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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 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 Center for the Study of Child Care Employment (CSCCE), at the Institute for Research on Labor and Employment conducts cutting-edge research, analysis and policy solutions focused on the preparation, working conditions, and compensation of the early care and education workforce. Our vision is an effective public early care and education system that secures racial, gender, and economic justice for those whose labor is the linchpin of stable, quality services. Policymakers, educators, advocates, and other stakeholders use CSCCE's research and recommendations to inform policy decisions and reforms.

### **Application Review Date**

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The First Review Date for this job is: June 19, 2024

## Responsibilities

- Develop, refine, and execute CSCCE's technical assistance strategy, including fund development such as proposal or grant report writing, in consultation with program directors.
- Oversee and lead technical assistance to state and local leaders on workforce-related research and policy, including leading learning communities or communities of practice, in consultation with program directors.
- Lead the development of external presentations, briefs, and other written materials based on policy analysis and knowledge of policy landscapes.
- Build and maintain trusting relationships with ECE leaders - elected officials, advocacy coalitions leaders, and other contacts - relating to the workforce in states across the 50 states plus DC, and represent CSCCE at events and other stakeholder engagement opportunities.
- May supervise Research & Policy positions at the Assistant, Associate, or Senior levels as well as student employees, as project needs require.

## Required Qualifications

- Minimum of five years of related experience (ECE, public policy, government relations, etc.).
- Experience with relationship building and management with national, state, and local policy leaders inside and outside of government.
- A comprehensive understanding of early care and education workforce research.
- Ability to understand and apply relevant qualitative and quantitative data.
- Demonstrated understanding of the early care and education system and the policy contexts that affect the early education workforce.
- Excellent project management and organizational skills, strong critical thinking and problem-solving abilities, and tenacity about details and organization.
- Exceptional oral and written communication skills with a proven track record of producing high-quality presentations and written products for diverse audiences.
- Ability to come up to speed on new topics quickly, multi-task effectively, and produce high-quality work under time constraints.
- Ability to adapt to changing timelines and circumstances when needed.

Education/Training:

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- Bachelor's degree in early childhood, public policy, education or economics related discipline and/or equivalent experience/training.

### Preferred Qualifications

- 5 years' experience working in early care and education or a related field and 1-2 years of managing multiple and highly complex projects.
- Demonstrated deep knowledge of and experience with applying best practices for facilitation and effective adult learning.
- Experience working in a state/local and/or child/family-serving agency/setting
- Expertise in individual state policy ecosystems and the differences among state contexts, including understanding of the state legislative process
- Experience applying for and winning funding for support of technical assistance activities
- Proficiency in balancing flexibility and openness to innovation with project objectives and goals.
- Experience with project strategy development and benchmarking.

### Education/Training:

- An advanced degree such as an M.A. or M.P.P. in a public policy, education, or economics discipline and/or equivalent experience/training.

### Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

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The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$95,000.00 - \$115,000.00.

- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.
- This is a remote-friendly position, eligible for up to 100% remote capability.

### How to Apply

To apply, please submit your resume and cover letter.

### 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, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

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)

### Contact Information



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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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