

Associate Director of Career Services (4517U) - 68834  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238842>

Downloaded On: Jul. 29, 2024 6:23pm

Posted Jul. 29, 2024, set to expire Nov. 4, 2024

<b>Job Title</b>	Associate Director of Career Services (4517U) - 68834
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jul. 29, 2024
<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>	Student Affairs Academic Advising
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5385686">https://apptrkr.com/5385686</a>

**Apply By Email**

**Job Description**

Image not found or type unknown



**Associate Director of Career Services (4517U) - 68834**

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.



## Associate Director of Career Services (4517U) - 68834 University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238842>

Downloaded On: Jul. 29, 2024 6:23pm

Posted Jul. 29, 2024, set to expire Nov. 4, 2024

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 Goldman School of Public Policy (GSPP) is consistently ranked as one of the top graduate schools of public policy in the nation, and is currently ranked as the number one school of Policy Analysis in the country by US News & World Report. It functions as a small, professional school at the University of California, Berkeley which prepares graduate students for careers in public leadership domestically and internationally.

GSPP offers the following degree programs: The Master of Development Practice (MDP) studies innovative and sustainable approaches to global development. The Master of Public Policy (MPP) program emphasizes the applied and quantitative dimensions of policy making. The Master of Public Affairs (MPA) focuses on policy management and leadership for mid-career professionals. GSPP also offers a doctoral program, an undergraduate minor, and several concurrent degrees.

Associate Director of Career Services (4517U) - 68834  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238842>

Downloaded On: Jul. 29, 2024 6:23pm

Posted Jul. 29, 2024, set to expire Nov. 4, 2024

The Goldman School's faculty represent the top academic names and research agendas in their respective disciplinary fields, which include economics, political science, law, statistics, social psychology, and engineering.

The Goldman School prides itself on providing excellent career and student services to students and alumni, providing transformational academic and career development experiences to those who attend our program.

### **Position Summary**

The position is focused on advising and coaching students who are interested in international development careers. This person plans, develops, and implements programs, activities, counseling, and advising focused on students' career development. This person works with students, alumni, and/or potential employers to develop networking opportunities and career resources for students, with a particular focus on international development. We are recruiting for one position with some or all of the following expertise:

- Practitioner experience in the field of international development and/or sustainable development in the private, public and/or non-profit sectors.
- Expertise in advising students interested in international development policy and/or sustainable development careers.
- Expertise in advising students at the graduate level, and who are early, mid and/or senior career professionals.
- The Career Services Specialist will report to the Managing Director of Career Services, and will be active members of the Goldman School Student and Career Services Teams.

### **Application Review Date**

The First Review Date for this job is: 05/22/2024. This position is open until filled.

### **Responsibilities**

- Provides career counseling in particularly complex areas that require specialized expertise, for domestic and international master's degree students who are early/mid/senior career levels who are investigating careers in international development, public policy, public affairs, and related fields.
- Conducts needs assessments and researches, designs and delivers broad and complex career-

Associate Director of Career Services (4517U) - 68834  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238842>

Downloaded On: Jul. 29, 2024 6:23pm

Posted Jul. 29, 2024, set to expire Nov. 4, 2024

focused programs, workshops and events that incorporate the needs of students.

- Establishes and cultivates relationships with prospective employers and recruiters related to career services for students and alumni.
- Evaluates existing programs, workshops and events, and manages improvement processes.
- Oversees career program technical systems, and uses thorough knowledge of career program and information systems to provide input to applications and improve web sites and other supporting technologies.
- Presents critical information about the career program, including presentations to students, prospective applicants, and incoming students.
- May require occasional evening or weekend work.
- Must complete annual mandated training, and other training as directed.

### Required Qualifications

- Advanced knowledge of career development theories, career coaching techniques, career decision making, learning styles, and job search techniques with particular sensitivities to and expertise in advising a diverse student population with a high percentage of international students.
- Working knowledge of the international/sustainable development, public policy, and public affairs job markets spanning the public, non-profit and private sector (in the US and internationally).
- Highly effective problem identification and problem-solving skills, presentation skills, verbal communication, written communication, relationship-building, teamwork, and organization skills.
- Must have demonstrated ability to lead seminars and other training programs that involve public speaking.
- Ability to do public presentations, career panels, and speak persuasively to constituents.
- Advanced project management skills, sufficient to create, plan and implement new projects in service to the School's student and faculty advisors.
- Bachelor's degree in related area and/or equivalent experience/training.

### Preferred Qualifications

- Advanced knowledge of the international/sustainable development, public policy, and public affairs job markets spanning the public, non-profit and private sector (in the US and internationally).
- Practitioner experience in the field of international and/or sustainable development.
- Advanced knowledge of the international/sustainable development, public policy, and public affairs and international development job markets spanning the public, non-profit and private

Associate Director of Career Services (4517U) - 68834  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238842>

Downloaded On: Jul. 29, 2024 6:23pm

Posted Jul. 29, 2024, set to expire Nov. 4, 2024

- sector (in the US and internationally).
- Excellent knowledge of human behavior and performance; individual differences in ability, personality, and interests; and learning and motivation.
  - Detailed knowledge of hiring practices, recruiting/ staffing methods and employment trends for early/mid/senior career professionals, US domestic and international.
  - Advanced experience working with people from diverse cultures, including working with multicultural students and ESL.
  - Excellent computer skills and the ability to quickly adapt to new software programs and online resources.
  - Advanced knowledge of (or can quickly learn) UC programs and systems; career services; student, employer, alumni, and faculty needs and expectations; recruiting and staffing methods; and employment trends.
  - Experience with workshop and program design, event planning and management.
  - Excellent judgment in handling sensitive information, and exhibiting care with confidential data and records.
  - Advanced degree in related area and/or equivalent experience/training.

Associate Director of Career Services (4517U) - 68834  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238842>

Downloaded On: Jul. 29, 2024 6:23pm

Posted Jul. 29, 2024, set to expire Nov. 4, 2024

## Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC 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.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$77,600.00 - \$109,000.00.

## How to Apply

- To apply, please submit your resume and cover letter.

## Other Information

- This is not a visa opportunity.
- This position is eligible for up to 40% remote work.

## 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



Associate Director of Career Services (4517U) - 68834  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238842>

Downloaded On: Jul. 29, 2024 6:23pm

Posted Jul. 29, 2024, set to expire Nov. 4, 2024

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, please see the [https://apptrkr.com/get\\_redirect.php?id=5385686&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5385686&targetURL=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)

jeid-5572ec7e678e5a4dabb939193904a4e5

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



Associate Director of Career Services (4517U) - 68834  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238842>

Downloaded On: Jul. 29, 2024 6:23pm

Posted Jul. 29, 2024, set to expire Nov. 4, 2024

**Contact**

N/A

University of California, Berkeley

,