

Assistant Director (0547U) - 67987
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238862>

Downloaded On: Jul. 30, 2024 10:25pm

Posted Jul. 30, 2024, set to expire Nov. 4, 2024

Job Title	Assistant Director (0547U) - 67987
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 30, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Business & Administration Administration - Academic Unit
Apply Online Here	https://apptrkr.com/5385749

Apply By Email

Job Description

Image not found or type unknown



Assistant Director (0547U) - 67987

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,

Assistant Director (0547U) - 67987
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238862>

Downloaded On: Jul. 30, 2024 10:25pm

Posted Jul. 30, 2024, set to expire Nov. 4, 2024

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.

Departmental Overview

The Biosciences Divisional Services (BDS) unit comprises the Departments of Integrative Biology (IB), Molecular and Cell Biology (MCB) and as of July 1st Neuroscience (NEU), which together are among the largest academic departments at UC Berkeley. By several measures (including number of faculty and students, budget, and assigned square feet), these departments are larger than many UCB colleges and schools. The three departments represent over 137 faculty FTE (including Adjuncts, Professors of the Graduate School, active emeriti and 20 HHMI professors); 55 Researchers and Specialists; 200 post-doctoral researchers; 320 graduate students; 100 department staff members; and total state and extramural payroll of approximately 1000 (including Graduate Student Instructors, Graduate Student Researchers and research staff). The department has 1,800 declared undergraduate majors (the largest majors on the Berkeley campus) and a total annual enrollment in classes of ~20,000. Department personnel are currently housed in nine buildings located in three widely separated parts of the campus.

Assistant Director (0547U) - 67987
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238862>

Downloaded On: Jul. 30, 2024 10:25pm

Posted Jul. 30, 2024, set to expire Nov. 4, 2024

Position Summary

The Assistant Director of Biosciences Divisional Services (BDS) serves as a senior staff member in a unit providing clustered support services to three academic departments in the Division of Biological Sciences. Assumes a senior staff role in supporting the new Department of Neuroscience and serves as the Deputy to the Director of Administration and Operations for BDS. Ensures the Neuroscience Department benefits from a dedicated senior administrator focused on providing continuity of all department operations including providing counsel to the Department Chair and ensuring the Department responds to known and emerging opportunities and risks, while also providing required information to central campus units. Enhances the overall management structure of BDS by acting as deputy to the Director of Administration and Operations for BDS, The Director provides overall leadership for the BDS staffing group and dedicated department management to the Integrative Biology and Molecular and Cell Biology Departments.

Application Review Date

The First Review Date for this job is: 05/08/2024.

Responsibilities

- Provides interpretation of campus academic and fiscal policies to Chair and faculty.
- Serves as liaison to the College of Letters and Science, Berkeley International Office, and Berkeley Regional Services (BEST) unit.
- Develops and implements department procedures to ensure compliance with relevant campus policies.
- Consults with Chair on academic senate and non-senate personnel cases including appointments, merits, promotions, awards, and leaves.
- As the Department's most senior staff member, has oversight and responsibility for completion of all administrative services which typically includes all or most of the following functions: IT, facilities, student services, internal contracts and grants, budgetary financial management, recharge administration and/or human resources.
- Conducts short- and long-range planning and analysis for administrative services and support operations to determine resource allocations.
- Develops business processes and procedures to attain unit financial goals and to protect department assets.
- Oversees all fiscal matters in the department including planning the annual budget and managing all operational, instructional, and internal research budgets; permanent and temporary academic and staff salaries, Summer Sessions and other discretionary budgets, endowment funds, internal

Assistant Director (0547U) - 67987
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238862>

Downloaded On: Jul. 30, 2024 10:25pm

Posted Jul. 30, 2024, set to expire Nov. 4, 2024

grants and gifts; authorizes expenditures.

- Staff personnel: Supervises professional academic support staff and additional staff as added/needed.
- Hires, trains, establishes goals & objectives, develops, coaches, evaluates performance, and recommends salary actions; takes disciplinary action when necessary.
- Promotes professionalism, performance management, and career development.
- Organizes the overall work of the unit; identifies and evaluates priorities; delegates or reallocates general responsibilities and specific tasks; establishes or revises operating procedures.
- Meets regularly with staff, keeps them informed of changes, policies, and procedures both in the department and across the campus.
- Provides counsel and support to the Chair.
- Assists various department committees and groups (Molecular and Cell, Circuits and Systems Behavior, Cognition, Computation research areas).
- Oversees curriculum planning and scheduling for adherence to budget, teaching loads, and available instructors.
- Communicates department, college, campus, and system-wide information, policies, and procedures to the department.
- Assigns, oversees and ensures completion of special projects, the coordination of unit programs (lectures, workshops, and conferences), oversees annual events (Fall orientation meeting, Neuroscience department retreat, department picnic etc.).
- Coordinates fundraising and outreach (i.e., Big Give, end-of year) through communications (email, website, Facebook), email appeals, and acknowledgements.
- Represents the department affairs to the institution community.
- Training and other duties as required.

Required Qualifications

- Broad knowledge of and/or can quickly learn the organization's processes, protocols and procedures with a focus on budget, account and fund management and/or personnel management under labor contract(s) and personnel policy.
- Broad knowledge of financial analysis and reporting techniques; human resources and risk management planning; and/or accounting and payroll.
- Strong verbal and written communication skills; ability to influence/persuade all levels of staff.
- Skills in organization and customer service to effectively manage multiple important priorities.
- Proven ability to organize department work functions in an efficient and effective manner.
- Broad knowledge of and/or can quickly learn common organization-specific and other computer application programs.

Assistant Director (0547U) - 67987
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238862>

Downloaded On: Jul. 30, 2024 10:25pm

Posted Jul. 30, 2024, set to expire Nov. 4, 2024

- Skills to work collaboratively with other locations.
- Proven skills to quickly evaluate complex issues and identify multiple options for resolution.
- Demonstrated management and conflict resolution skills to effectively lead and motivate others.
- Bachelor's degree in related area and/or equivalent experience/training.

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 \$105,500.00 - \$145,000.00.

How to Apply

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

Diversity Statement

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a

Assistant Director (0547U) - 67987
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238862>

Downloaded On: Jul. 30, 2024 10:25pm

Posted Jul. 30, 2024, set to expire Nov. 4, 2024

safe, caring, and humane environment in which these values can thrive."

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 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://apptkr.com/get_redirect.php?id=5385749&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

Assistant Director (0547U) - 67987
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238862>

Downloaded On: Jul. 30, 2024 10:25pm

Posted Jul. 30, 2024, set to expire Nov. 4, 2024

jeid-7bd984c5d778cb43ac9609afa30d1eb4

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

,