

Associate Director of Academics (4575U), Haas School of  
Business - 69945  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238871>

Downloaded On: Jul. 28, 2024 12:42am

Posted Jul. 27, 2024, set to expire Nov. 4, 2024

<b>Job Title</b>	Associate Director of Academics (4575U), Haas School of Business - 69945
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jul. 27, 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 Enrollment Management/Registrar Admissions/Financial Aid Academic Affairs
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**Apply By Email**

**Job Description**

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**Associate Director of Academics (4575U), Haas School of Business - 69945**

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

### Departmental Overview

UC Berkeley's Haas School of Business offers a unique opportunity to champion new ideas, collaborate across boundaries, and continually learn in a workplace committed to increasing diversity and creating a welcoming environment for all. Our distinctive culture is captured within our four [Defining Leadership Principles: Question the Status Quo, Confidence Without Attitude, Students Always, and Beyond Yourself](#). These principles distinguish Berkeley Haas as a unique environment, conducive to teamwork, collaboration, and career growth.

For more information about the Haas School of Business visit: <https://haas.berkeley.edu/about/>

The Executive MBA (EMBA) Program Office is responsible for providing student services and

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academic support for students in the EMBA program at the Haas School of Business. The EMBA program is 19 months in length and is designed to provide executive level professionals with access to the Berkeley MBA in an accelerated format.

The Haas School of Business embraces flexible working arrangements for its employees. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

### **Application Review Date**

The First Review Date for this job is: 06/18/2024.

### **Responsibilities**

Involves a wide range of student services duties and responsibilities for an academic department/school/college or organization. Provides assistance to the dean/chair, faculty, executive director and students in academic advising, recruitment, admissions, financial aid, visa/immigration matters, the evaluation and awarding of fellowships and block grant funds, student orientation and events, career counseling, and related programs.

Manage Academic Planning and Support within the EMBA Program, including:

- Management of student enrollment through the Online Registrar system, including waitlist process for cross-listed courses.
- Participates in planning academic curriculum in collaboration with Executive Director of the EMBA Program to ensure students' progress through course sequences, avoid conflicts, and ensure compliance with campus-wide policies.
- Assists the Executive Director of the EMBA Program on determining course scheduling needs for student progression to graduation. Monitors class and student interest as well as enrollments to most efficiently use resources.
- Supports faculty in all aspects of curriculum delivery. Work with faculty to order/coordinate delivery of books and course packets/readers for classes. Respond to inquiries from faculty and
- Graduate Student Instructors (GSIs) regarding course information, updates, scheduling, evaluations and other matters of importance.
- Assists in selection of faculty for all courses.
- Serves as advisor and contact person for class reps.
- Serves as point person for all relations with Office of Registrar, Billing & Payment Services, Summer Sessions, and Graduate Division.

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- Manage the process of acquiring course titles and information and working with vendors to order course materials and textbooks.

Provide Student Services within the EMBA Program, including:

- Communicate regularly with students regarding program updates, events, scheduling and other matters of importance.
- Respond to inquiries from students, internal Haas clients and other campus offices regarding billing, registration, program requirements, and other requests for assistance.
- Regularly meets with students to provide advice and assistance on all aspects of their academic experience, including progression and requirement matters for the department.
- Evaluates and advises students regarding petitions for exceptions to program, school and/or Graduate Division requirements.
- Identifies students with GPA or progress problems; advises students, and recommends appropriate courses of action by program (e.g., academic probation, dismissal).
- Determines barriers, distractions, and complications affecting a student's academic success and helps students recognize these key non-academic issues. Makes appropriate referrals for additional counseling and/or assistance from other units. Supports the Executive Director of EMBA Program in executing strategic initiatives and ideas designed to enhance the student experience, both inside and outside of the classroom.
- Serves as advisor to student officers. Actively engages with students and participates in student activities.
- Maintains comprehensive understanding of University and School policies.

Assist with Event Planning and Operations within the EMBA Program, including:

- Prepare statistical reports and complete surveys, as needed.
- Work with other program staff in the planning, coordination and implementation of key EMBA events, including Student Orientation, Immersions and Off-sites, Commencement and other currently offered events.
- Work with other program staff to develop new activities and events that enhance the EMBA student experience.
- On occasion, manages staff, especially administrative support and student workers.
- Supports the Executive Director of the EMBA Program while working with other campus and school providers.

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Assist with Recruitment and Admissions within the EMBA Program, including:

- Assists the Admissions team with outreach to applicants and with the transition from admitted student to current student.

#### Professional Learning and Growth

- Embraces the principle of being a "student always" by engaging in opportunities for training, workshops, seminars, continuing education pertinent to the position, or at the suggestion of the supervisor.
- Actively contributes to a team environment that fosters and promotes a culture of diversity, equity, inclusion, and belonging (DEIB) within the unit and at Haas.
- Engages in ongoing education to promote diversity, equity, inclusion & belonging by completing University sponsored certifications & training sessions (ie: MEP Workshop, Implicit Bias Certification, LinkedIn Learning workshops, and other workshops & seminars offered by the University or Haas, as they are made available) or by engaging in external seminars & resources related to DEIB.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.

#### Required Qualifications

- Working knowledge of advising and counseling techniques.
- Knowledge of and/or can quickly learn University-specific computer application programs.
- Knowledge of and/or can quickly learn University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Solid verbal and written communication skills.
- Multicultural competencies; ability to work with diverse populations.
- Knowledge of complex U.S. visa and immigration procedures, compliance issues, and employment eligibility/authorization for international students and scholars.
- Ability in problem identification and reasoning; ability to develop original ideas to solve problems.
- Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
- Excellent interpersonal skills, demonstrating a desire to promote diversity, equity, inclusion and belonging to establish and maintain positive & professional working relationships with colleagues, students and team members.



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- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.
- Demonstrates an understanding of and commitment to diversity, equity, inclusion, and belonging in a business, organization or public university setting.

Education/Training:

- 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 \$82,000.00 - \$85,444.00.

**How to Apply**

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

**Other Information**

- This is not a visa opportunity.



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### **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 [U.S. Equal Employment Opportunity Commission](#) poster.

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

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

[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

University of California, Berkeley

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