Department Manager (0547U) - Industrial Engineering & Operations Research Department
University of California, Berkeley

Job Title	Department Manager (0547U) - Industrial Engineering & Operations Research Department
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 3, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Public Relations/Marketing Financial Planning/Budget Management Business & Administration Administration - Academic Unit
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Job Description	

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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 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 College of Engineering (COE) at UC Berkeley is recognized for its educational and research excellence, consistently ranking among the top three Engineering colleges in the United States. With more than 250 regular faculty members, 1, 800 graduate students and 3,200 undergraduate students located in seven academic departments, Engineering is the second largest college on the Berkeley campus.

The Industrial Engineering and Operations Research Department (IEOR) is an academic department within the College of Engineering (COE). IEOR is home to 19 core faculty, 4 emeriti, and 4-5 lecturers. The department offers bachelor's, master's, and doctoral degrees; as well as two professional masters programs - Master of Engineering (MEng) in IEOR and Master of Analytics. IEOR is at the forefront of research and teaching of operations research and analytics methods, as well as the advancement of

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quantitative methodologies to solve problems in the areas of healthcare, supply chains, energy, security, finance, and e-commerce. The department has strong ties with other departments in the UC Berkeley College of Engineering and enjoys close relationships with the departments of Statistics, Mathematics, and Economics, College of Letters and Sciences, College of Data Science, Computing and Society, as well as with the Haas School of Business.

The Department Manager has broad responsibility for all administrative and planning functions for the IEOR department. Administrative services include activities in finance and human resources, IT, facilities, academic personnel, student services, communications, marketing, and development, alumni relations, and fundraising. General management includes long and short range strategic planning and directing all activities of the department and associated degree programs through subordinate management staff. Also provides strategic guidance, advising and decision-making in the areas of academic and resource planning, space utilization and expansion, including capital projects, short and long -range policy development, public relations, project management, and program development. In consultation with faculty leadership, defines strategic planning targets for faculty size, enrollment in IEOR degree programs, curriculum, and instructional support. Identifies long-term space needs based on academic and research goals and proposes solutions.

Application Review Date

The First Review Date for this job is: September 13, 2024

Responsibilities

50% Director of Operations

- Manages, plans and administers administrative operations and general operations of the IEOR department. Administrative services typically include all of the following functions: IT, facilities, student services, budgetary financial management, and human resources, communications, marketing, development, alumni relations.
- Reporting directly to the Department Chair, the Department Manager provides leadership and management for the Industrial Engineering and Operations Research Department (IEOR) and related programs. Consulting with the Chair, the Manager develops goals and implements plans for administrative, academic, and instructional programs. Independently directs all Department operations, exercises discretionary powers to solve managerial and program problems, and is responsible for long-range strategic planning, coordination, organization, staffing and oversight for the following areas:
  - Financial Planning and Program Development - Translates program needs into financial

plans. Evaluates the impact of current and long-range academic plans on financial resources. Develops annual budget requests and institutes systems to monitor and project financial activity. Provides management oversight for instructional programs, including the budget for temporary academic salaries (TAS), and student aid for the graduate programs. Overall responsibility for allocating, optimizing, and expending annual appropriations for operations, instruction, faculty start-up, and student aid.

○ Space and Facilities - IEOR faculty currently occupies space in Etcheverry Hall. The Manager manages IEOR space allocation and utilization. Works with COE and campus planning staff to identify and acquire space for new faculty recruits. Represents the Department in negotiations involving other units. Provides oversight for new construction, renovations, and remodels for IEOR space. Accountable for health and safety programming and regulatory compliance for spaces occupied by faculty, staff, and students. Oversees the operation and maintenance of departmental space.

○ Human Resource Administration - Overall responsibility for Department staffing structure and personnel management, including the design of positions, training and development, and the integration of new systems into Department operations. Develops mechanisms for communication, collaboration, and planning between the programs for efficient operations. Addresses complex reporting issues associated with the professional degree programs. Advises faculty and staff supervisors on campus human resources policy and procedures, labor contracts, and departmental policy. Addresses labor relations and employee relations issues of a diverse workforce composed of academic and administrative staff.

○ Academic and Staff Personnel Administration - Directs the graduate and undergraduate affairs units, instructional support services, graduate admissions process, and student research and internship programs. Recommends annual enrollment targets for degree programs and courses. Coordinates with the Graduate Division to define and maintain degree, enrollment, and funding requirements for the PhD, MEng, and Master of Analytics programs.

○ Business Services - Plans and coordinates the implementation of administrative policies, procedures, and standards necessary to ensure uniform, effective and appropriate business practices. Oversees accounting, purchasing/receiving, and payroll functions. Ensures continuity of program functions. Advises faculty on optimum utilization of funds from various sources in order to meet objectives. Collaborates with campus shared service units, such as the Engineering Research Support Organization (ERSO) to coordinate support of IEOR.

○ Information Services and Technology - Conceptualize and guide information technology solutions for administrative operations and Department programs. Examines campus information systems and initiatives in such areas as financial and personnel management, graduate admissions, and space functional use. Assesses their impact on Department

Department Manager (0547U) - Industrial Engineering & Operations Research Department
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operations, and makes organizational adjustments accordingly. Creates department-specific enhancements to streamline operations. Develops databases for the internal management of student programs and financial information. Ensures that Department website and databases are a strategic resource for communication with students, prospective students, alumni, and other constituencies. Ensures that the department's computing resources are adequate for its functions.

25% Strategic Planning and Executive Advising

- Development and Public Relations - Oversees planning for development, alumni relations, and outreach activities in the Department. Works through the Communications and Marketing Manager to create communications programs to increase awareness and impact of IEOR department activities in the campus community and external academic, industrial and government groups. Develops strategy to raise the profile and ranking of the IEOR Department. Plans fundraising efforts to increase departmental resources.
- Drawing on knowledge of several professional and technical fields, and working with Chair and faculty, optimizes the supporting environment for teaching and research programs in IEOR. The Manager continuously re-evaluates operations to ensure that the infrastructure remains responsive to the changing programmatic agenda. This involves restructuring the support staff to meet the changing needs of the Departments' teaching programs, recommending changes in curriculum and degree requirements to capitalize on faculty assets, and the articulation of the Departments' goals in web and print media.
- Serves as key administrative officer for unit's functional programs, oversees analysis and policy development for issues and processes. Offers analysis and recommendations to the Chair, Vice Chairs, and Advisory Board in developing short- and long-term plans for academic and research programs. Evaluates the impact of related campus and government initiatives on program plans. Prepares responses to college and campus requests for policy development input and requests for information.
- Makes decisions on administrative or operational matters and ensures achievement of operation's objectives (operational and budget processes, academic and/or staff FTE, finance, human resources, IT and space planning) that have department-wide impact. Formulates strategies for growth and resource acquisition.
- Interacts with higher-level management on controversial situations, and influencing and persuading others. Formulates policies and guidelines to carry out the department's mission for faculty, staff, and students.
- Formulates, proposes, and implements policies and guidelines to carry out the department's mission for faculty, staff, and students and meet evolving strategic goals.

- Develops, modifies, and executes campus policies which affect immediate operation(s). Keeps appraised of campus policy changes and anticipates impact on academic and research programs and supporting infrastructure. Makes adjustments as needed to maintain operational continuity.
- Interacts with higher-level management on matters concerning several functional areas, and/or units. Works directly with Assistant Deans and Assistant Vice Chancellors on matters relating to policy development, resource acquisition and strategic planning.

15% Managerial Leadership

- Maintains integrity of service unit and department through management and oversight of staff.
- Communicates the mission and direction of the Department to staff, building necessary coalitions to affect change. Promotes administrative innovation, quality customer service and respect for diversity, teamwork, collaboration, and open communication. Identifies, defines, plans and implements the administrative activities required to accommodate and support changes in or additions to academic programs and administrative accountability.

10% Academic Personnel

- Advises chair and faculty on policies and procedures in the academic personnel area; conducts all academic personnel actions including the recruitment and retention of ladder rank faculty, appraisals, merits, promotions, and leave actions for tenure track faculty, teaching faculty, professors in residence, adjunct faculty, professors of the the graduate school, visiting professors, and lecturers. Prepares IEOR faculty recruitment proposals and academic planning documents. Participates in discussions with College and campus leadership to define faculty size targets. Functions as a technical expert and provides leadership support on all academic personnel matters, recommending strategies for addressing sensitive situations and/or requesting exceptions to policy. Implements administrative policies and procedures. Exercises judgment in identifying methods, techniques, and evaluation criteria for obtaining results.

Required Qualifications

- Bachelor's degree in related area.
- 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 and/ persuade all levels of staff.

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- 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 common organization-specific and other computer application programs.
- 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.

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.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is $140,000 to $190,000 yearly ($11,666.67 to $15,833.33 monthly). This is a 100% FTE career position eligible for full benefits. This position is FLSA Exempt and paid monthly.

How to Apply

To apply, please submit your resume, cover letter and Diversity Statement.

Referral Source info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name**and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

Diversity Statement

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to

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

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.

To apply, visit
https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Department Manager (0547U) - Industrial Engineering & Operations Research Department
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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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