

Career Services Programs Manager (4517U) Job 73062
University of California, Berkeley

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Posted Sep. 20, 2024, set to expire Jan. 17, 2025

Job Title	Career Services Programs Manager (4517U) Job 73062
Department	College of Computing, Data Science, and Society (CDSS)
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 20, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Student Affairs Academic Advising
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Job Description

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Career Services Programs Manager (4517U) Job 73062 - College of Computing, Data Science, and Societ

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.

Departmental Overview

The College of Computing, Data Science, and Society (CDSS) is a dynamic, innovative new college at UC Berkeley that represents a once-in-a-generation transformation. The College brings together faculty, researchers, staff and students from computing, statistics, the humanities, and social and natural sciences, mirroring the cross-cutting nature of data science and redefining the research university for the digital age.

Core to the College is a commitment to examining how the digital revolution affects equity and opportunity-and building the capacity to respond to these challenges.

CDSS was created to meet the opportunities and demands of a world where data, machine learning, and artificial intelligence inform practice and policy in virtually every arena.

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The College connects the Data Science Undergraduate Studies program, Department of Electrical Engineering & Computer Sciences, Department of Statistics, the Berkeley Institute for Data Science, Computational Precision Health, and the Center for Computational Biology.

The College is responsible for growing Berkeley's broad-based undergraduate programs in data science, computing, statistics and other interdisciplinary programs, including classes and programs serving thousands of undergraduate students a year.

The Career Services Program Manager runs the career services programs for undergraduates in the College of Computing, Data Science, and Society. The Career Services Program Manager is responsible for policy, program planning, development, and administration of several career services programs, including workshops, seminars, webinars, panels, and other events. Along with others on the College Programs team, this individual builds and maintains relationships with employers and alumni/ae.

Visit this website to learn more about the future home of CDSS in the new Gateway Building:
<https://data.berkeley.edu/news/uc-berkeley-showcasesplans-cdss-future-home-new-video>

Application Review Date

The First Review Date for this job is: 10/2/24 - Open Until Filled

Responsibilities

The Career Services Programs Manager develops and delivers career search and preparation initiatives, including leading seminars and workshops for students, webinars, panels, and other events. Please review the details of the role below:

40% Career Counseling:

- Advise college management regarding enhancement of the organization's strategic plan for career counseling and placement services.
- Utilizing an in-depth knowledge of the field, counsel students on the job market and standards and norms specific to the student's field of study.
- Advise students on summer internship programs, post-degree employment opportunities and practices and preparation for graduate study.
- Assist with the organization of job fairs and development of an alumni/ae recruitment network.
- Advise students one-on-one and in groups during seminars on how to build interview proficiency,

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industry knowledge, communication and networking skills, and offer evaluation and negotiation skills.

40% Program Administration:

- Develop advising tools to meet programmatic objectives; implements new programs and projects based on emerging student needs and new research in the student development field.
- Establish program goals, determine priorities and set deadlines.
- Create written procedural guidelines for internal staff and key administrative staff in other units.
- Plan work assignments and schedules to meet long-term goals and objectives; manage and provide support for student leaders.
- Create, implement, and analyze program evaluations.

15% Industry and Alumni Relations:

- Engage alumni, company representatives, and professionals from the community to participate in career management and training initiatives for students.
- Partner with Scholars, Undergraduate Research, and other programs to schedule, promote and coordinate career service programs in alignment with recruitment activities.

5% Professional Development and Growth: Engage in opportunities for training, workshops, seminars, pertinent to the position.

Required Qualifications

- Strong communication and interpersonal skills to communicate effectively with all levels of staff, faculty, and students within CDSS, both verbally and in writing.
- Skills to listen to users, constituents, and partners and help formulate their needs.
- Excellent capacity for teamwork.
- Organizational abilities and decision-making to prioritize work assignments.
- Ability to use discretion and maintain confidentiality.
- Capacity to develop creative, sound, and relevant proposals, including analyzing and synthesizing data, within the framework of general guidance from unit leadership.
- Strong critical thinking skills in designing solutions that can be implemented in a fast-paced environment.
- Strong knowledge of career development theories, adult development theory, counseling

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processes, career coaching techniques, career decision making, learning styles and job search techniques.

- Knowledge of modern job search techniques, workshop and program design, needs assessment theory, processes, and practice.
- Knowledge of UC programs, career services, employer, and alumni needs and expectations, recruiting and staffing methods, and employment trends.
- Demonstrates an understanding of and commitment to diversity, equity, inclusion, and organization or public university setting.

Preferred Qualifications

- Masters degree in related area 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.

- Classification: Career Services Specialist 4, 4517
- Anticipated hiring range: \$80,400 - \$105,900
- UCB salary range: \$80,400 - \$145,400; a salary offer will consider both direct experience and equity with current UC Berkeley employees.



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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.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S



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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

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