

Director of Private Sector Programs, Career Development
Office (4517U), Berkeley Law - 73472
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=247038>

Downloaded On: Oct. 19, 2024 1:16pm

Posted Oct. 14, 2024, set to expire Feb. 8, 2025

Job Title	Director of Private Sector Programs, Career Development Office (4517U), Berkeley Law - 73472
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 14, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Student Affairs Academic Advising 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.

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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

Berkeley Law is consistently ranked as one of the top law schools in the nation. The law school has produced leaders in law, government, and society, including Chief Justice of the United States Earl Warren, Secretary of State of the United States Dean Rusk, Attorney General of the United States Edwin Meese, United States Secretary of the Treasury and Chairman of the Federal Reserve G. William Miller, and former Solicitor General of the United States Theodore Olson.

At Berkeley Law, we are committed to excellence in education and scholarship, as well as equality of opportunity. We believe we have a responsibility to use our substantial intellectual capital to help solve real-world problems and to create a more just society through clinics, research, and policy engagement. We believe that a Berkeley Law degree is a tool for change, both locally and globally, and that we should be educating the leaders of tomorrow. We maintain an environment that nurtures academic and personal growth, respects a diversity of ideas, and stimulates independent thought and

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critical reasoning.

Position Summary

The Director of Private Sector Programs ("Director") serves as the team lead for the Career Development Office's ("CDO") private sector team, which currently consists of three private sector career counselors (including the Director) and a private sector program coordinator. The Director oversees the design, implementation and assessment of private sector programming, events, workshops, panels, communications and resources.

The Director also assists Berkeley Law's 900 J.D. students and the members of its 10,000+ alumni community, in particular those interested in pursuing private sector legal careers, in shaping and attaining their short- and long-term career goals. As a well-connected, knowledgeable expert on the legal job market, the Director accomplishes this by providing individually tailored, client-driven career counseling as well as by creating, planning, developing, and implementing cutting-edge programs, networking events, other activities (including social media), services, and resources that address a full array of traditional as well as non-traditional private sector practice areas and settings.

The Director must also assist in maintaining the CDO's current employer relationships as well as engaging in employer outreach efforts to cultivate new relationships to ensure our students have the best available access to private sector networking and job opportunities as soon as they present themselves.

Application Review Date

The First Review Date for this job is: 10/24/2024.

Responsibilities

- Provides one-on-one, individually tailored and client-driven career consulting services to students interested in pursuing private sector careers (a particularly complex area that requires specialized expertise).
- Assists students in conducting their own self-assessments.
- Provides students with general advice based on their expert knowledge of the private sector legal market, as well as specific job leads and networking contacts developed through continuing cultivation and expansion of the Law School's -- and the Director's -- professional network.
- The incumbent will be expected to amplify and promote best practices in diversity, equity, inclusion, and belonging when working with students and when helping to create professional

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pathways and opportunities for career growth.

- The Director will lead the private sector's ongoing research and analysis of the current state of the private sector legal services and legal job markets and observation of emerging trends in those markets.
- Will ensure that the private sector team is continuously identifying existing and up-and-coming career and job options, assessing (on a continuing basis) their short-and long-term feasibility for our alumni attorneys, and exploring alternatives to traditional legal practice.
- Based on this on-going research, analysis, assessment and trend-spotting, the Director will oversee and lead the private sector team through the design, development, and implementation of an array of workshops and programs, services, and resources (including online guides and webcasts) to meet the career needs of our students interested in pursuing a career in the private sector.
- Ensures that all logistics are in place for successful programs.
- Develops communications and promotion strategy for all private sector programs
- The Director will lead the private sector team through the assessment process for managing improvements, revisions, changes, and adjustments to the existing array of career consulting services, programs, and resources AND will make recommendations to the Deputy Director on the plan for the development and implementation of entirely new services, programs and resources.
- Serves as the CDO's ambassador to key private sector stakeholders, including the Berkeley Center for Law and Technology, the Berkeley Center for Law, Business and the Economy and student group leaders.
- Participate alongside the Assistant Dean and Deputy Director in leadership meetings with key law school stakeholders and private sector employers and will step in and lead those meetings when the Assistant Dean and Deputy Director are not available.
- Establishes new positive working relationships with law firm recruiters, in-house legal departments, corporations, (and others who may be of assistance to our private sector-oriented students (and who may be of assistance in fundraising and in enhancing the campus's relationship with outside organizations).
- Develops and oversees presentation and delivery of broad and complex career-focused programs and events workshops, and resources.
- Works closely with the Employer Relations Manager to ensure that the Private Sector Program Coordinator and Work Study Student are actively engaged in continuous administrative support of the entire Private Sector team on programming and events.
- Leads effort to coordinates with Event Services Unit on specific administrative tasks to support private sector programming (e.g., room reservations, technology, catering arrangements, drafting and posting event announcements, etc.).

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- Utilizes expertise to determine, based on knowledge of technical systems, the most innovative and effective media for delivering content - online, print, blogs, social networking website posts, twitter, live webcasting, etc.
- Develops best practices and trains the private sector team members on how to use all of these resources for their own programming and content development.
- Develops and maintains the Law School's professional network of potential employers, other law school legal career professionals, and others in the legal field who may be in a position to provide information and assistance to our students interested in pursuing private sector work.
- Maintains and enhances own professional network and leverages it on behalf of students and alumni.
- Participates in panel discussions and presentations and researches and writes articles relating to the private sector legal job market and the provision of private sector career services through local and national recruitment associations, like the Bay Area Legal Recruiters Association and the National Association for Law Placement, and other legal organizations, like the American Association of Law Schools and the American Bar Association, and even through the local and national press as the opportunities arise.
- Provides career counseling in particularly complex areas that require specialized expertise, such as Ph.D. students who are investigating careers inside or outside academia, including other students obtaining terminal professional degrees such as J.D.s, M.D.s, etc.
- Serve as a key member of the office's private sector strategic planning efforts, including the collection and analysis of data and outcomes from existing on-campus interview programs and the evaluation of trends in private sector hiring and the subsequent opportunities for change and growth.
- Engages in professional development and training opportunities as needed.
- Performs additional duties within the scope of this classification as assigned.

Required Qualifications

- Advanced knowledge of career development theories, adult development theory, counseling processes, career coaching techniques, career decision making, learning styles, and job search techniques.
- Advanced knowledge of needs assessment theory, processes, and practice; workshop and program design.
- Advanced knowledge of and/or ability to quickly learn UC programs, career services, employer, alumni, and faculty needs and expectations, recruiting and staffing methods, employment trends.
- Highly effective problem identification and solving skills, presentation skills, verbal communication, written communication, and organization skills.

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- Strong ability to work with people from diverse backgrounds and levels of experience.
- Detailed knowledge of the private sector legal employment market (and general knowledge of the public sector and public interest job markets)
- Extensive professional network of practicing attorneys and potential employers.
- Creative, entrepreneurial, forward-looking, and energetic approach that can identify and pursue new potential programs and innovative ways to present and deliver their content
- Highly developed knowledge of principles and processes for providing outstanding client and personal services. This includes client needs assessment, meeting quality standards for services, and evaluation of client satisfaction.
- Excellent knowledge of human behavior and performance; individual differences in ability, personality, and interests; and learning and motivation.
- Excellent computer skills and the ability to quickly adapt to new software programs and on-line resources.
- Strong attention to detail.
- Demonstrated commitment to and understanding of diversity, equity, inclusion, and belonging (DEIB), and ability to apply and integrate core concepts of DEIB into everyday practice.
- Must be 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.
- Must demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community.
- Significant (3+ years) private sector legal practice experience.

Education/Training:

- Advanced degree in Law, such as a Juris Doctor (J.D.), 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,

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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 annual salary that the University reasonably expects to pay for this position is \$108,400.00 - \$111,800.00.
- This is an exempt, monthly-paid position.
- This is a full-time (40 hrs/week), Career position with full UC benefits.

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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://apptrkr.com/get_redirect.php?id=5719581&targetURL=U.S. Equal Employment Opportunity Commission poster.

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

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



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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

University of California, Berkeley