

Associate Chancellor and Chief of Staff (0559U),
Chancellor's Office 73628
University of California, Berkeley

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Posted Oct. 14, 2024, set to expire Feb. 9, 2025

Job Title	Associate Chancellor and Chief of Staff (0559U), Chancellor's Office 73628
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	Associate Vice-(Provost/Chancellor)
Academic Field(s)	Senior Administration
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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

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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 Office of the Chancellor at the University of California, Berkeley provides administrative, organizational, and strategic services to advance the Chancellor's vision, core values, and priorities.

Role Overview

The Associate Chancellor & Chief of Staff (AC CoS) serves as an executive advisor to the Chancellor and manages the people and operations of the Chancellor's Immediate Office. The AC CoS works closely with and represents the Chancellor across a wide range of situations and works closely with various partners, including: the Executive Vice Chancellor & Provost, Vice Chancellors, Vice Provosts, Deans, Chiefs of Staff, Chief Administrative Officers, and Chancellor Advisory Committees. The AC CoS works on priorities that involve diverse internal and external stakeholders with broad impact. The AC CoS manages sensitive and confidential matters and develops solutions on the Chancellor's behalf.

Reporting directly to the Chancellor, the Associate Chancellor & Chief of Staff (AC CoS) will support the goals, objectives, and functions of the Chancellor, the Chancellor's Office, and other campus

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leaders. The AC CoS will have a fast-paced, dynamic portfolio of responsibilities that include various campuswide short and long term goals, issues, projects, and objectives.

As an executive advisor to the Chancellor, the AC CoS provides expert counsel to the Chancellor and other senior executives to address highly prioritized, sensitive, and visible initiatives and situations. The AC CoS will be an unbiased and ethical source of information, analysis, and facilitation. The AC CoS negotiates solutions to complex campus problems, provides briefings on current and emerging issues, and advises on policy development and implementation.

The AC CoS supports the Chancellor's Office division in strategic planning, resource allocation, communication, and problem-solving. The AC CoS coordinates various resources of the Immediate Office to ensure smooth operations within the division. The AC CoS takes the lead and collaborates on responding to and handling sensitive issues with little or no precedence. The AC CoS supports the Chancellor in administering various processes, as needed, for the Chancellor's direct reports. The AC CoS provides budgetary and programmatic guidance for the Immediate Office and related areas.

The AC CoS establishes trust and leads through influence on diverse projects and initiatives that have a broad impact. The AC CoS represents the Chancellor and the Chancellor's Office in various planning and working groups and committees. The AC CoS builds relationships and collaborates closely with other campus leaders to advise the Chancellor and advance the Chancellor's key goals.

The areas of oversight for the AC CoS include:

- Executive advising.
- Facilitate the creation and implementation of the Chancellor's strategic and operational plans; special projects and initiatives.
- Ensures the Chancellor is staffed, briefed, and prepared for all meetings and events; ensures appropriate follow-up from all Chancellor meetings and events; and ensures the Chancellor's calendar is aligned with priorities.
- Cabinet agenda planning and coordination; Cabinet COS agenda planning and coordination; and Board of Visitors agenda planning and engagement.
- Works with subject matter experts and other units to coordinate Chancellor engagement approach across all stakeholders (Cabinet, students, staff, faculty, Regents, elected officials, general public, media) - including events and communications.
- Immediate Office operations and management.

Application Review Date

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The position will remain open until filled. For full consideration, we would recommend applying by November 4, 2024 at 12:00 pm pst.

Responsibilities

Executive Advising

- Serve as strategic advisor and change agent for the Chancellor, providing counsel and expertise and cultivating and sustaining collaborative relationships with internal/external stakeholders. Serve as the expert and confidential sounding board to the Chancellor & other campus executives in response to risks and challenges, including reputational and/or crises that span various areas. Anticipate and mitigate sensitive issues with ethical grounding and political acumen. Provide advice and participate in decisions that may be highly sensitive and/or political.
- Represent the Chancellor on various highly sensitive and/or broad-impacting meetings, working groups, committees, etc with a diverse range of stakeholders that may include the Office of the President and other high-profile internal and external stakeholders.
- Partner with Government & Community Relations to staff the Chancellor in working with various government and community groups and Regents.
- Stays well-informed and keeps abreast of higher education's current and emerging issues in order to provide the executive broad perspective across the organization.
- Advises senior management on matters concerning several functional areas, departments, and/or customers to develop and implement long-term strategic decisions that impact the division and organization as a whole. Plans, designs, and implements programs and establishes direction, policies, and procedures for division.
- Provides organization-wide influence on the identification and framing of systemic issues, and the formulation and advancement of approaches to address them.
- Frames long-term strategic decisions that reflect upon the organization as a whole and may be emulated at other UC locations.
- Represents the Chancellor with authority to make decisions on high-level task forces and long- and short-range strategic planning groups.
- Negotiates directly to achieve solutions with high-level stakeholders such as faculty, senate committee chairs, senior administrators, other UC locations, the Office of the President, public agencies, and the community to develop solutions to complex problems, providing briefings on current and emerging issues.

Leadership of Strategic and Operational Initiatives, on behalf of the Chancellor

- Leads the development, planning, and implementation of broad impacting initiatives and key

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projects on behalf of the Chancellor and/or in support of the Chancellor's goals. Facilitates the selection and participation of key stakeholders, recommends resource and budget allocations, aligns constituencies and shared goals, and drives successful outcomes of critical initiatives and their subsequent assessment.

- Advises the Chancellor and other executives and participates in strategic planning for the campus. Builds & maintains trusting relationships with diverse stakeholders and keeps abreast of the university's overall direction, plans, and issues. Researches, analyzes, and actualizes information affecting the Chancellor's goals and priorities.
- Undertakes unique projects that are highly sensitive or confidential in nature that require the AC CoS' expertise and leadership as well as bringing together the key stakeholders to move forward.

Executive Staffing to the Chancellor

- Provides analysis, recommendations, and counsel to the Chancellor on wide-ranging issues and facilitate resolution and follow-through.
- Manages through subordinate staff to ensure appropriate preparation and staffing for the Chancellor for all meetings and ensures follow-up. These may include meetings internally with EVCP, VCs, AC, VPs, Deans, faculty, and/or students or meetings externally with the boards, donors, community members, local government, UCOP, and/or national organizations. The AC CoS will lead efforts to staff the Chancellor through preparation, facilitation, and follow-through.
- Communicates/participates on the Chancellor's behalf with various constituents, leading in facilitating and/or reviewing sensitive/high-level communications, plans, agendas, and reports. Serves as an intermediary for the Chancellor where appropriate and conveys information and requests; serves as the first point of contact where appropriate for issues requiring a heightened level of sensitivity or those that may require the immediate attention of the Chancellor.
- Identifies major constituencies and works with the offices for EVCP, Communications & Public Affairs, University Development & Alumni Relations, to coordinate and implement broad and issue-specific Chancellor engagement plans across key stakeholders including staff, students, faculty, deans, chairs, Academic Senate, and media.
- Ensures appropriate engagement of key leadership and advisory bodies including Chancellor's Cabinet, Board of Visitors, and Council of Deans meetings.
- Represents the Chancellor in interactions with senior management in controversial and/or emergency situations.

Immediate Office Leadership

- In the leadership of the immediate office, the AC CoS will triage issues that come to the office,

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handle confidential/sensitive issues, negotiate solutions to complex problems, and provide the Chancellor with timely and strategic updates on current/emerging issues and recommended solutions. In the leadership of the executive assistants, the AC CoS will take a strategic approach to the Chancellor's calendar in alignment with key priorities and constituencies internal and external to the campus.

- In collaboration with partner areas - the AC CoS advises on and reviews communications of various kinds (speeches, media, etc), agendas, documents, etc, that may be sensitive in staffing the Chancellor.
- The AC CoS will manage the operations and facilities of University House and the campus administration building (California Hall).
- The AC CoS will direct the administrative operations, planning, and budget of the immediate office. This includes providing leadership and mentoring to subordinate staff.
- In collaboration with the Chief Ethics, Risk, & Compliance Officer (CERCO), the AC CoS will ensure legal and/or policy compliance measures are robustly implemented and monitored within the Chancellor's immediate office.

Required Qualifications

- Significant years of experience with progressive increase of responsibility and leadership in a complex, matrixed environment.
- Excellent ability to lead cross-functionally based on establishing trust, understanding priorities and drivers, and facilitating shared vision. Excellent project management and change leadership skills to effectively lead highly significant engagements from inception to conclusion.
- Excellent ability to collaborate with diverse stakeholders that may include senior administrators, community members, faculty, and/or students and to facilitate aligned goals.
- Demonstrated political acumen to advise and navigate highly sensitive, visible, and/or confidential situations and lead to successful outcomes.
- Advanced written and verbal communication as well as presentation and interpersonal (individual and group) skills for influencing and facilitating sustained change. Excellent ability to listen and negotiate.
- Advanced analytical, problem-solving, project planning, and implementation skills.
- Excellent ability to manage conflict resolution with calm, diplomacy, grace, and respect.
- Proven sound judgment, discretion, and ethical grounding.
- Excellent consulting, relationship building, problem-solving, and strategic thinking skills to effectively partner on planning with executives and execution.
- Demonstrated ability to understand, synthesize, and interpret complex information, written material, and/or financial data, and effectively communicate results of analyses.
- Demonstrated comfort and success learning and contributing information relating to a variety of

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domains; comfortability with ambiguity.

- Demonstrated success in advancing the values of diversity, equity, inclusion, and belonging in the workplace.
- Ability to serve as a liaison with local, state, and/or national government representatives and groups.
- Advanced knowledge of the legal constraints and opportunities for higher education in the State of California and through Federal programs and regulations.
- Advanced knowledge of the organizational environment of higher education and large research universities to understand priorities, issues, motivations, and constraints.
- Advanced knowledge of general organizational processes, protocols and procedures to understand and navigate complexity.
- Excellent ability to establish mission and goals at the macro-level; to lead subordinate management to develop goals in alignment with mission.
- Sophisticated leadership abilities to establish department goals, and motivate and influence others to achieve. Demonstrated success and skills in management; strong ability to assess/evaluate, coach, and mentor others.
- Thorough knowledge of general management principles and processes: financial analysis and reporting; human resources and risk management planning.
- Bachelor's degree in related area and/or equivalent experience / training.

Preferred Qualifications

- Extensive knowledge of and experience working with UC Berkeley structure and processes; thorough understanding of the UC Berkeley community and stakeholders.
- Advanced degree.

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.

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The budgeted salary range for this position is \$280,000 - \$325,000 annually. The full salary range for this position classification is \$192,800 - \$396,000.

How to Apply

To apply, please submit your resume, cover letter, and diversity statement through jobs.berkeley.edu.

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

Other Information

This is an open nationwide search, supported by Berkeley Executive Search (BES). Nominations may be sent to the BES team at executivesearch@berkeley.edu.

For official consideration by the search committee, please apply through our system at jobs.berkeley.edu.

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](#)



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To apply, visit

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

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