Executive Director, EECS Center for Student Affairs
(0323U) - College of Engineering
University of California, Berkeley

Job Title	Executive Director, EECS Center for Student Affairs (0323U) - College of Engineering
Department	Electrical Engineering and Computer Sciences
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 4, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Student Affairs
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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 Department of Electrical Engineering and Computer Sciences (EECS) in both the College of Engineering and the Division of Computing Data Science and Society (CDSS), is the largest department on the Berkeley campus consisting of over 130 faculty, adjunct, active emeriti and PIR appointments, 3,500+ undergraduates both in the College of Engineering and Letters and Science, 700+ graduate students, and 60+ staff members. EECS programs are consistently ranked in the top three by many measures, including U.S. News & World Report's national and global ranking. Annual operating budget not including research expenditures for EECS is $37+ million.

The Department is actively engaged in teaching and research in the disciplines of Artificial Intelligence, Computational Biology, Databases, Graphics, Hardware / Architecture, Human-Computer Interaction, Operating Systems / Networking, Programming Systems / Software, Scientific Computing, Theory, Vision (in Computer Science) as well as Biosystems, Communication/Networking, Communications/Physical Layer, Control, Design, Modeling, and Analysis, Electromagnetics/Antennas, Integrated Circuits, Optics, Physical Electronics Devices, Physical Electronics/MEMS, Optoelectronics, Energy, Robotics, Signal Processing for Image & Video, Signal Processing for Speech & Audio (in

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Electrical Engineering). Computer Science operates research and instructional laboratories in Soda Hall and Sutardja Dai Hall, and Electrical Engineering operates like facilities in Cory Hall and Sutardja Dai Hall. EECS also has a significant technical staff support structure to provide support for research and instructional laboratories and fabrication facilities.

This position serves as the Executive Director of the CSA overseeing both the Undergraduate Affairs and Graduate Affairs, as well as course scheduling and enrollment management, providing leadership, strategic planning, and monitoring of both academic and nonacademic policy compliance. Manages overall administration, operations, and employee performance. Oversees 20 CSA staff members and supervises 4 staff directly. The EECS Center for Student Affairs (CSA) provides a centralized function that serves the needs of students, faculty, and staff in meeting the academic mission of teaching and research from student recruitment and admissions through graduation and alumni relations.

Application Review Date

The First Review Date for this job is: November 14, 2024 - Open Until Filled

Responsibilities

25% Budget/Finance Management

- Responsible for developing and implementing budgets for managed functions. Plans, develops, and administers the student services budget for the organization. Decides which resources will be committed to goals and objectives and how they will be allocated.
- Develops an annual operating budget for the Center of Student Affairs. Exercises full management control (determines funding priorities, goals, and allocations) for the office. Controls budget of approximately $5 million of University Block Grant and Endowment funds. Provides analysis of these resources for maximum efficiency of utilization. Makes frequent and timely reports to the Departmental Vice-Chairs, external foundations, and Graduate Division. Utilizes funds in accordance with annual and long-term recruitment strategy for each Division.
- Manages internal and external fellowship competitions for new and continuing students. Administers and allocates the department's Block Grant and endowed fellowships. Reviews each student's case for merit and need, compiling supporting documentation and recommendations from students' advisors. Informs students of awards and tracks award histories.
- Confers with the Director of the Financial Aid Office and/or Fellowship Office when awarding fellowships. Coordinates with students, faculty and Berkeley Regional Services (ERSO HR) on Department policies and practices relating to GSI, GSR and fellowship funding. Recommends graduate student student funding policies and practices as appropriate in compliance with GSR

contract and funding agency terms and guidelines.
- Oversees Director of Diversity's management of non-19900 funding sources associated with the Undergraduate Outreach and Retention programs, including budgets for NSF Research Experiences for Undergraduates, CS Scholars and philanthropic and industrial donations.

20% Strategic Planning and Leadership

- The Executive Director of the EECS Center for Student Affairs (CSA) independently manages a complex series of programmatic functions and leads staff efforts to provide centralized services essential to the entire EECS Department and College of CDSS CS student body, faculty, and staff. Develops, interprets, and administers a variety of student services programs; and formulates short and long-term goals and objectives in consultation with the Department Chairs, Vice Chairs for Graduate and Undergraduate Matters, faculty committees, and representative from the CoE, CDSS, Graduate Division, etc. This position evaluates the effectiveness of the student services function, and makes changes to the program to provide better service to organizational management, faculty, and students ensuring strategic compatibility with the mission and goals of the Department, College, and campus, including conceptualizing, developing, and implementing student support service models that promote students' academic success.
- Leads and collaborates with partners across the campus on major initiatives/efforts:
  - Partners and collaborates with CDSS leadership, faculty, and staff, as well as other departments and units. Provide expertise on various student programs/advising matters, including collaborative operational functions between CDSS advising, course enrollment/scheduling and ASE hiring teams and their counterparts in EECS teams.
  - Leads collaborative efforts among various campus units and departments to oversee our programs that are jointly supported and administered (e.g., CDSS CS and DS majors, etc.).
  - Revenue Generation: collaborates with UC Extension, the Fung Institute and CoE Center for Global Learning and Outreach from Berkeley Engineering (GLOBE) to maximize revenue gained through Concurrent Enrollment, CoE's Professional Master's (MEng) program and NTU/GLOBE.
  - Takes leadership on developing new college-wide efforts such as the Transfer Scholars program, and CS Scholars which spans two colleges.
  - Liaises with College of CDSS Executive Committee to develop tools for handling extraordinary growth in the Bachelor's of Arts in Computer Science and University-wide demand for Computer Science courses.
- The EECS Center for Student Affairs (CSA) includes the following key functional areas.
- EECS Graduate Advising and Program (6 team members)

- EECS Undergraduate Degree Program through the College of Engineering (3 team members)
- Undergraduate Letters and Science Computer Science Degree Program and Advising (8 team members)
- Student Diversity and Special Programs (2 team members)
- Undergraduate Instruction Administration (2 team members)
- The graduate and undergraduate degree programs, which make up six different degree programs, spanning two Colleges, are managed by teams located in both Cory and Soda Halls (Electrical Engineering and Computer Science Divisions, respectively). Continues to partner with the EECS leadership to consider and review potential new programs, including the ECE major.
- In accordance with Departmental, University and College policies, and in compliance with the ADA, oversees student advising for EECS Bachelor's, Master's and Ph.D. programs by acting on behalf of the Vice-Chairs for Graduate Matters and for Undergraduate Matters. Primary contact and resource person for the Department in interfacing with central campus units and other departments on all student advising matters; provides expert advice to the Department leadership and faculty on all student advising related matters.

20% Policy and Communication Management

- The Executive Director for CSA exercises initiative and judgment in determining the types of information the department requires to communicate information in a timely manner; provides general communication with faculty, students, and staff in the department, CoE, CDSS, ERSO, and other campus units to keep them informed of changes. Exercises initiative and judgment in determining the types and frequency of communication necessary with faculty, students, and staff to ensure seamless operations to effectively manage student issues and needs related to their programs.
- Oversees and provides leadership for all professional staff services, practices, and procedures relating to students' progress in EECS B.A., B. S., M.S. M.Eng and Ph.D. programs, from admission through graduation. Has full responsibility for implementing and coordinating programs at all levels of study, including drafting policy statements, establishing of administrative procedures, and negotiating with the Berkeley Graduate Division or the Office of Admissions & Records and Registrar to ensure consistency with University and System-wide policy.
- In partnership with appropriate campus offices (Grad Div, APO, ELR, ERSO HR, etc.), takes the lead in reviewing and recommending department policies and procedures for GSR/GSR Fellow appointments to ensure consistency with the GSR contracts and university-wide policy. Given budget and policy constraints, makes recommendations for Department policies regarding PhD funding.
- Assesses administrative problems that may arise affecting staff or students, investigates

alternatives, devises and implements solutions. Serves as a liaison to faculty and students on complex student matters and interfaces with campus offices (campus legal counsel, CAPS, OPHD, DSP, etc.) to determine approaches to resolving highly sensitive problematic student issues, including Title 9 and mental health issues. Applies high-level knowledge of student affairs administration and innovative problem-solving skills. Represents the student services unit to the campus community and relevant external constituencies.

15% Operations/Programs Oversight and Direction

- In collaboration with the Admissions Chairs and Director of Graduate Matters, oversees the MS/PhD graduate admissions processes, establishing policy and funding models for incoming cohorts. Works closely with the Graduate Division and represents the Department on Graduate Division committees to address issues related to admissions and funding. Represents the Graduate Office and Vice-Chair for Graduate Matters on EECS Department committees. Represents the EECS Department at high stakes admissions-related functions involving prospective or newly-admitted graduate students. Responsible for identifying challenges related to graduate matters and providing feedback to the Graduate Division and other central campus units for further discussion and improvements. Advises the campus Director of the Berkeley International Office (BIO) on financial issues regarding the EECS international students.
- Provides guidance and oversees teams responsible for CDSS Computer Science major advising, and for supplemental advising for EECS majors. Oversees teams who administer academic and programmatic support such the EECS Honors Program, the EECS and CS Minors, the EECS Student Awards Program (including associated scholarship funding), Faculty Advising, and large-scale student events including Commencement, Orientation and Cal Day. Ensures students in need of tutorial help receive assistance. Creates models and "grows" the new programs, ultimately institutionalizing and delegating their ongoing operation as appropriate (e.g., CDSS CS Scholars Program).
- Formulates responses to non-standard inquiries regarding Departmental admissions requirements at graduate and undergraduate levels, applicable policies, regulations, rules and procedures, with the authority to make decisions regarding policies and regulations when appropriate. Refers individuals to campus resources as necessary.
- Provides direction and mentors Director of Student Diversity, who is responsible for implementing delivery of services by Departmentally-developed, private and grant-funded Outreach programs that provide specialized advising to prospective women and underrepresented students at the high school or college levels, and Retention programs that are directed at currently-enrolled women and underrepresented/under resourced undergraduate and graduate students.
- Provides direction and mentors Director of Undergraduate Instruction, who serves as a liaison to

CS Mentors and to students enrolled in CS 365 and CS 370. These areas include: SVSH referrals; DSP accommodations; referring student to student or student to TA conflicts to resources; academic misconduct

- Serves as an expert resource person and guides the department leadership in making important decisions on matters related to enrollments, majors, etc. In collaboration with Vice Chairs, faculty, and relevant committee chairs, oversee course scheduling and enrollment management. Serves as a liaison with campus units to provide feedback and suggestions for improvements in dealing with challenges and issues related to enrollment growths and limited space (SIS improvements, Campus Registrar, etc.).
- Serves as advisor/mentor to graduate student organizations and groups, helping student organizations meet their goals and objectives.

15% Personnel and Supervision

- Provides direction and mentoring to CSA managers and/or supervisors on the most complex issues encountered. Provides staff management, supervision, coaching and training: Transfers key institutional knowledge to supervisors and leaders on their team, while providing direct reports with the coaching and support to be effective in their roles. Shifts knowledge to direct reports/managers to handle these complex, sophisticated problems. Leads and supervises staff in understanding and meeting EECS strategic and service objectives.
- Directly supervises 4 managers (total of 20 CSA staff members) in the EECS Center for Student Affairs. These positions are responsible for the Graduate Matters team for EE and CS; the EECS and CDSS CS undergraduate major teams; the Director of Student Diversity and the Director for Undergraduate Instruction. Makes decisions on performance, salary actions, hiring decisions and other human resources related issues of managed staff. Develops staff job descriptions, recruits, hires, trains, develops, and evaluates. Interprets campus personnel policies and is responsible for resolution of personnel issues or actions, in compliance with applicable campus HR policies and procedures. Determines permanent and temporary staffing needs. Organizes the overall work of the units; identifies and evaluates priorities; delegates or reallocates general responsibilities and specific tasks; establishes or revises operating procedures; establishes a vision and standards for the practice of student affairs. Takes leadership in developing, sustaining, and enhancing a high-trust and nurturing collaborative team environment with student affairs supervisors.

5% Professional Development

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Direct Link: https://www.AcademicKeys.com/r?job=248150
Downloaded On: Nov. 12, 2024 7:47pm
Posted Nov. 4, 2024, set to expire Mar. 1, 2025

- Maintains and updates working knowledge of student affairs administration by participating in campus organizations, networking with peers, and attending professional association meetings. Takes appropriate classes in supervisory/management or student affairs-related topics. Keeps current with national trends related to both graduate and undergraduate academic advising as well as best practices in student affairs administration.

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Advanced knowledge of advising and counseling techniques.
- Solid managerial experience directing a multidisciplinary, student services program at a major university.
- Demonstrated ability and strong interpersonal skills to work in a multicultural environment with individuals and groups with a wide array of backgrounds, identities, life experiences, personality types and communication styles, processes or services, to make improvements.
- Leadership skills with strong decision-making skills and demonstrated good judgment.
- Organization and planning skills with ability to prioritize workload and issues and to function effectively under time constraints and rapidly changing priorities.
- Analytical skills with ability to analyze complex and novel issues and provide recommendations.
- Interpersonal skills with ability to work collaboratively with others, foster a team environment and be adaptable to change.

Preferred Qualifications

- Masters degree in Higher Education, College Student Personnel Administration or related area, preferred.

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 $109,200 to $158,500 yearly ($9,100.00 to $13,208.34 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, preferably in a single attachment.

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 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.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social

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service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

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

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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