

Assistant Director, bridges Multicultural Resource Center
and Recruitment and Retention Centers (456)
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252095>

Downloaded On: Jan. 30, 2025 1:34pm

Posted Jan. 24, 2025, set to expire Jun. 30, 2025

Job Title	Assistant Director, bridges Multicultural Resource Center and Recruitment and Retention Centers (456)
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 24, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Multicultural Affairs/Diversity
Apply Online Here	https://apptrkr.com/5951196

Apply By Email

Job Description

Image not found or type unknown



Assistant Director, bridges Multicultural Resource Center and Recruitment and Retention Centers (456)

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in

Assistant Director, bridges Multicultural Resource Center
and Recruitment and Retention Centers (456
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252095>

Downloaded On: Jan. 30, 2025 1:34pm

Posted Jan. 24, 2025, set to expire Jun. 30, 2025

1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The bridges Multicultural Resource Center at the University of California, Berkeley was established when five student-run and student-initiated organizations came together to form a collective to meet the needs of underrepresented students of color after the passing of Proposition 209 in 1996. We strive to recruit underrepresented students of color into higher education at all levels, and are committed to providing resources to retain these students. Through multicultural collaboration, bridges Multicultural Resource Center seeks to:

- Empower underrepresented, students of color to pursue opportunities for post-secondary education
- Provide support for newly admitted first year, transfer, as well as continuing and re-entry students of color
- Increase cross-cultural dialogue and solidarity, cultural awareness, and political mobilization
- Acquire the financial, institutional and physical resources to facilitate the work of member organizations

Application Review Date

The First Review Date for this job is: February 5, 2025. For full consideration please submit application materials by February 7, 2025.

Responsibilities

Student Advising and Retention Services:

- Provides ongoing, transformational advising and development to a diverse population of

Assistant Director, bridges Multicultural Resource Center
and Recruitment and Retention Centers (456
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252095>

Downloaded On: Jan. 30, 2025 1:34pm

Posted Jan. 24, 2025, set to expire Jun. 30, 2025

- students, including first-generation, low income, student leaders.
- Develop and implement workshops and training sessions for students and members of student organizations/communities.
 - Monitors and assists with promotion of student events, projects, initiatives, activities and seminars.
 - Advises groups on leadership and organizational development, conflict resolution, event planning, fundraising, officer transitions, financial policies, procedures, and management.
 - Advisor to University Sponsored, Student Initiated Programs: Manages a program by providing counseling, guidance, and development to student organization leaders; represents the organizations with the UC, the local community, and other relevant audiences.
 - Develops and maintains complex or sensitive relationships with external organizations (schools, districts, management) critical to program success.
 - Develops and delivers training, workshops, and lectures to meet the needs of students of color
 - Recognizes and addresses academic and non-academic barriers to organizational success; counsels on aspects that may affect student retention and leadership. Includes specializations in particular underrepresented groups and retention based programming, (e.g., college life, cultural competency, wellness, preparation for graduate programs, etc).
 - Develops and implements specialized curriculum designed to meet the specific needs of students experiencing academic difficulty.
 - Coordinates and facilitates retention workshops in collaboration with campus resources (Education Opportunity Programs, Student Learning Center, University Health Services and Basic Needs Initiative)

Campus Partnerships and Collaboration:

- Responsible for identifying, creating, and maintaining collaborative relationships across campus, specifically with academic departments who sponsor or recognize registered academic, pre-professional, and departmental registered student organizations.
- Create and establish ongoing methods for engaging campus partners in the advising of student organizations/communities and in the creation of leadership development experiences.

Fiscal Management & Administration:

- Manages State issued SAPEP funding of \$78,000 from the UCOP within the university account system-Governs financial requests, stipends, reimbursements, advances, etc. for referendum fees within the ASUC's Business and Finance system.

Assistant Director, bridges Multicultural Resource Center
and Recruitment and Retention Centers (456
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252095>

Downloaded On: Jan. 30, 2025 1:34pm

Posted Jan. 24, 2025, set to expire Jun. 30, 2025

- Interprets grant language to ensure resources are used efficiently and effectively; and if necessary, monthly/annual reports are compiled and submitted according to due dates.
- Articulates ASUC financial support services to campus departments who use the university accounting system and to vendors

Program and Professional Development:

- Remains abreast of current literature and developments related to student development and student groups.
- Attend pertinent conferences and conventions and present information for shared knowledge.
- Participate in department and campus committees, programs, and projects, as assigned.
- Remain knowledgeable on best practices related to the advising of cultural and identity-based undergraduate and graduate student organizations; in addition to student cooperative communities
- Independently provides the full range of support services for a student program(s) and / or provides the full range of academic support services for a residential complex.

Required Qualifications

- At least 2-3 years of professional and/or graduate experience working with college students, preferably in student organization advising and/or leadership development
- Thorough knowledge of advising and counseling techniques.
- Strong knowledge of common computer application programs and ability to gain knowledge of University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Thorough knowledge of Student Affairs / Student Life specialization.
- Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
- Abilities in project management, problem identification and reasoning skills.
- Ability to develop original ideas to solve problems.
- Knowledge and experience in student leadership/student development theory and practice.
- Knowledge of principles and procedures involved in risk assessment and managing appropriate outcomes.
- Ability to effectively serve and understand issues of underrepresented students.
- Bachelor's degree in related area and / or equivalent experience / training.

Assistant Director, bridges Multicultural Resource Center
and Recruitment and Retention Centers (456
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252095>

Downloaded On: Jan. 30, 2025 1:34pm

Posted Jan. 24, 2025, set to expire Jun. 30, 2025

Preferred Qualifications

- Master's degree and/or equivalent years experience.

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 \$79,000 - \$85,000.

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- his position is exempt and paid monthly.

How to Apply

To apply, please submit your resume and cover letter.

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



Assistant Director, bridges Multicultural Resource Center
and Recruitment and Retention Centers (456
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252095>

Downloaded On: Jan. 30, 2025 1:34pm

Posted Jan. 24, 2025, set to expire Jun. 30, 2025



Assistant Director, bridges Multicultural Resource Center
and Recruitment and Retention Centers (456
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252095>

Downloaded On: Jan. 30, 2025 1:34pm

Posted Jan. 24, 2025, set to expire Jun. 30, 2025



Assistant Director, bridges Multicultural Resource Center
and Recruitment and Retention Centers (456
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252095>

Downloaded On: Jan. 30, 2025 1:34pm

Posted Jan. 24, 2025, set to expire Jun. 30, 2025



Assistant Director, bridges Multicultural Resource Center
and Recruitment and Retention Centers (456
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252095>

Downloaded On: Jan. 30, 2025 1:34pm

Posted Jan. 24, 2025, set to expire Jun. 30, 2025



Assistant Director, bridges Multicultural Resource Center
and Recruitment and Retention Centers (456
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252095>

Downloaded On: Jan. 30, 2025 1:34pm

Posted Jan. 24, 2025, set to expire Jun. 30, 2025



Assistant Director, bridges Multicultural Resource Center
and Recruitment and Retention Centers (456
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252095>

Downloaded On: Jan. 30, 2025 1:34pm

Posted Jan. 24, 2025, set to expire Jun. 30, 2025



Assistant Director, bridges Multicultural Resource Center
and Recruitment and Retention Centers (456
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252095>

Downloaded On: Jan. 30, 2025 1:34pm

Posted Jan. 24, 2025, set to expire Jun. 30, 2025

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

Misconduct Disclosure

SB 791 and AB 810 Misconduct Disclosure Requirement:

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

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



Assistant Director, bridges Multicultural Resource Center
and Recruitment and Retention Centers (456
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252095>

Downloaded On: Jan. 30, 2025 1:34pm

Posted Jan. 24, 2025, set to expire Jun. 30, 2025

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

,