

Director of Undergraduate Affairs & Advising (0322U) Job
75781 - The Department of Electrical Engineering and
Computer Sciences (EECS)
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252116>

Downloaded On: Jan. 30, 2025 1:42pm

Posted Jan. 27, 2025, set to expire Jun. 30, 2025

Job Title Director of Undergraduate Affairs & Advising (0322U)
Job 75781 - The Department of Electrical Engineering
and Computer Sciences (EECS)

Department Electrical Engineering and Computer Sciences
Institution University of California, Berkeley
Berkeley, California

Date Posted Jan. 27, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Academic Affairs
Academic Advising

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Job Description

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**Director of Undergraduate Affairs & Advising (0322U) Job 75781 - Electrical Engineering and
Computer Sciences (EECS)**

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.

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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 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 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, 3,100+ 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 \$40+ 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 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.

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The Director of Undergraduate Affairs & Advising is reporting directly to the EECS Executive Director of Student Affairs and indirectly to EECS Director of Operations and Vice Chairs. The position partners with the EECS leadership to establish broad strategic goals, operational policies, and procedures for the department in all student related matters. The incumbent provides expert advice to the Vice Chairs for Undergraduate Matters, Vice Chairs for Scheduling, as well as other relevant faculty Committee Chairs in their policy directives.

The Director of Undergraduate Matters provides leadership, strategic planning, and monitoring of both academic and nonacademic policy compliance. The position oversees critical revenue generation of approximately \$2.4M+ annually through the Concurrent Enrollment and Summer Sessions programs. Manages overall administration, operations, and employee performance. Leads a team of 10 FTE, with oversight of 8 FTE, and supervises 4 staff FTE directly (including one supervisor).

This individual works independently, with workload driven by deadlines dictated by the academic calendar and is expected to perform comprehensive assignments requiring a high level of administrative skills, decision-making, and initiative. The incumbent is expected to provide innovative solutions to problems and develop methods to improve the efficiency and effectiveness of tasks performed by this unit. Strong organizational, analytical and communication skills as well as careful attention to detail and the ability to work under pressure of constant deadlines are essential to the position. A thorough knowledge and mastery of the Department, College, CDSS, L&S, and University policies and procedures along with a background in college student personnel administration is essential.

The EECS mission is to provide high-quality instruction at all levels, prepare undergraduate and graduate students for leadership in the profession, perform high-impact research, and serve the campus, the State and the nation. 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: February 6, 2025 - open until filled

Responsibilities

30% - Decides which resources will be committed to the organization community and relevant external constituencies. Recognizes issues that have organizational impact or future implications and advises

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all constituents (students, staff, faculty, leadership, etc.) accordingly. Makes recommendations for the improvement of Department / School / College Policies as necessary. Advises chairs / deans on the formulation of department/college policy on areas needing clarification and identifying solutions; analyzes the consequences of organization's academic policies: recommends new or changed policies; and recommends solutions to organization's problems without precedent.

30% - Provides direction to professional staff student services advisors 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 reports with the coaching and support to be effective in their roles. Shifts knowledge to subordinates to handle these sophisticated problems. Makes decisions on performance, salary actions, hiring decisions and other human resources related issues of managed staff.

25% - Manages student services programs. Evaluates the effectiveness of the student services function, and makes changes to the program to provide better service to organizational management, faculty and students. Applying advanced student services concepts, provides the most complex student services to the organization's management, faculty and students.

10% - Plans and administers the undergraduate student services budget. Decides which resources will be committed to goals and objectives and how they will be allocated. Oversees critical revenue generation programs for the Department.

5% - Represents the student services unit to the organization community and relevant external constituencies.

Required Qualifications

- Solid managerial experience directing a multidisciplinary, student services program at a major university.
- Proven 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.
- Interpersonal skills with demonstrated ability to work collaboratively with others, foster a team environment and be adaptable to change.
- Broad knowledge in learning theories.
- Advanced knowledge of advising and counseling techniques.
- Ability to develop original ideas to solve problems, persuade others, and lead.
- Knowledge of common University-specific computer application programs and knowledge of

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university and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.

- Skills in monitoring / assessing people, processes or services, to make improvements.
- Skills in project management, social perceptiveness to be aware of others' reactions and understanding why they react as they do.
- Ability in problem identification, reasoning.
- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Master's 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.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$88,900 - \$126,400.

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.

Misconduct Disclosure

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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



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Contact Information

Please reference Academickeys in your cover letter when
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Contact

N/A

University of California, Berkeley

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