Academic Program Director, MIMS (0378U) - School of Information
University of California, Berkeley

Job Title	Academic Program Director, MIMS (0378U) - School of Information
Department	
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)	Computing/Informational Services Business & Administration Academic Affairs Administration - Academic Unit
Apply Online Here	https://apptrkr.com/5929319
Apply By Email	
Job Description	

Academic Program Director, MIMS (0378U) - School of Information

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.

Academic Program Director, MIMS (0378U) - School of Information
University of California, Berkeley

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 School of Information (I School) advances knowledge and practice everywhere humans interact with digital technologies. Through interdisciplinary research and teaching we are committed to expanding access to information and to improving its usability, reliability, and credibility while preserving security and privacy. Our faculty conduct research in human-computer interaction (HCI), security and privacy, applied data science, and technology in developing regions.

We currently offer three professional master's degrees and an academic doctoral degree. Our Master of Information Management and Systems (MIMS) program trains students for careers as information professionals and emphasizes project-based learning. Our Master of Information and Data Science (MIDS) program is an online degree designed for working professionals with career goals in the emerging field of data science. Our Master of Information and Cybersecurity (MICS), also offered online, offers a holistic approach to cybersecurity and prepares students for professional careers in cybersecurity. Our Ph.D. program equips scholars to develop solutions and shape policies that influence how people seek, use, and share information.

The Academic Program Director is responsible for overseeing the I School's MIMS program, as well as providing leadership and operational oversight for forecasting, enrollment, and scheduling across all I School professional programs.

Application Review Date

Academic Program Director, MIMS (0378U) - School of Information
University of California, Berkeley

The First Review Date for this job is: January 16, 2025 - Open Until Filled

Responsibilities

- Oversee scheduling and enrollment for Master of Information and Cybersecurity (MICS), Master of Information and Data Science (MIDS), Master of Information Management and Systems (MIMS), and Ph.D. in Information Science, to include curriculum planning based on faculty availability and student and industry demands. Forecasts future course offerings by strategically assessing and tracking faculty availability, sabbaticals, lecturer appointments, student demand, and overall instructional staffing requirements to ensure optimal scheduling and resource allocation.
- Provide leadership, strategic direction, and budgetary oversight for the MIMS program, ensuring alignment with academic and industry standards while delivering a high-quality student experience. Oversee program logistics, including curriculum development, course scheduling, faculty assignments, and operations, ensuring efficiency and alignment with institutional goals. Oversee instructor recruitment, onboarding, and development, providing support to ensure faculty contributions meet program needs. Promote diversity and inclusion in faculty and student recruitment, creating an environment that values diverse perspectives and prepares students for evolving industry challenges (i.e., curriculum development).
- Oversee term-prep to ensure all online courses are updated for a new semester, including syllabus, Zoom links, assignment due dates, integration with educational technology tools, and other curriculum content development. Oversees and manages student evaluations and reports for MIDS, MICS, and MIMS programs.
- Manage Academic Student Employee (ASE) policies, allocation, budgeting, and hiring for MIDS, MICS, and MIMS programs in consultation with Assistant Deans, including negotiating with other departments for ASE funding when needed.
- Supervises two staff members who assist with course scheduling and term-prep.
- Facilitate new course approval and curriculum revisions through Academic Senate COCI in consultation with the Assistant Dean of Academic Programs.
- Lead and manage key program projects such as faculty recruitment, student engagement events, and operational improvements, ensuring timely completion within scope and budget. Assist with managing and updating faculty and student handbooks and creating the faculty and student orientation course in bCourses.
- Oversee, create, and validate data-driven dashboards and reports on curriculum, enrollment, course evaluations, and teaching trends for senior leadership and external partners.
- Manages the business process between student concerns and instructors, consulting with the Assistant Dean of Academic Programs to ensure a positive student experience and retention.
- Liaison between the Graduate Division, Office of the Registrar, Billing, Financial Aid, and other

Academic Program Director, MIMS (0378U) - School of
Information
University of California, Berkeley

Direct Link: https://www.AcademicKeys.com/r?job=252173
Downloaded On: Jan. 30, 2025 1:30pm
Posted Jan. 27, 2025, set to expire May 14, 2025

offices as needed.
- Participates in professional development activities.

Required Qualifications

- Doctorate in related area and / or equivalent experience.
- Program and Project Management Expertise: Demonstrated experience managing academic programs and overseeing complex projects. Proven ability to develop project plans, set timelines, manage resources, and meet deliverables within budget and on time-familiarity with higher education student affairs or academic administration.
- Data Analysis: Strong quantitative data analysis experience, including researching and creating data-driven reports for senior leadership focusing on curriculum planning and enrollment trends.
- Project Management: Strong project management experience, including a track record of successfully leading initiatives from inception to completion, to include curriculum planning and development.
- Leadership and Management: Proven track record of managing and leading teams, particularly in higher education or similar environments. Experience in effectively managing and coordinating the efforts of diverse and highly skilled professionals.
- Interpersonal and Communication Skills: Exceptional ability to build relationships and communicate effectively with faculty, students, alumni, and external stakeholders.
- Flexibility and Enthusiasm: Willingness to participate in events outside of regular work hours to engage with students and foster a strong program community.
- Commitment to Diversity: A demonstrated commitment to diversity, equity, and inclusion, both in faculty hiring and student engagement. Ability to promote a welcoming environment for people from diverse backgrounds.

Preferred Qualifications

- Graduate degree in a STEM or Education related field.
- Experience managing a professional and/or online graduate-level program, specifically in Information Management, Data Science, or related fields.
- Experience in navigating union contract policies for hiring lecturers and academic student employees (ASE).
- Knowledge of standard University-specific computer application programs, including SIS/Campus Solutions and Learning Management Systems (ex: Canvas).

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.

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

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:

Academic Program Director, MIMS (0378U) - School of Information
University of California, Berkeley

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

jeid-c693d2a82a41dc458f9d3e652edc4871

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

      ,