

Assistant Dean, Administration (0549U) - College of
Engineering
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252196>

Downloaded On: Jan. 30, 2025 1:39pm

Posted Jan. 27, 2025, set to expire May 14, 2025

Job Title	Assistant Dean, Administration (0549U) - College of Engineering
Department	College of Engineering
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 27, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Administration - Academic Unit
Apply Online Here	https://apptrkr.com/5929475

Apply By Email

Job Description

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Assistant Dean, Administration (0549U) - College of Engineering

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

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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 College of Engineering at UC Berkeley is recognized for its educational and research excellence, consistently ranking among the top three Engineering colleges in the United States. With more than 250 regular faculty members, 2,400 graduate students and 4,200 undergraduate students located in seven academic departments, Engineering is the second largest college on the Berkeley campus. A multiunit Dean's Office provides administrative, student services, development, and capital projects services. CoE occupies ten buildings on the Berkeley campus and has extensive facilities at the Richmond Field Station. Operating expenditures for the College as a whole are close to \$300 million annually.

The Assistant Dean for Administration serves as the chief administrative officer for the College of Engineering's and oversees the financial management of the efforts. The Assistant Dean for Administration also serves as project lead for special initiatives at the direction of the Dean providing coordination, communications, and technical expertise. This senior position is responsible for the allocation of financial resources of the College and has significant oversight responsibilities for a wide variety functions and programs across the College as a whole. Responsibilities include managing the full general operations of an academic organization(s), i.e, the College of Engineering. Administrative services includes activities in finance and human resources, and may collaborate with development as well as information technology (IT), facilities, and/or student services. General management includes long and short range strategic planning in determining the mission and directing all activities of multi-disciplinary departments through subordinate management staff.

The Assistant Dean position serves as the Dean's project manager for a broad array of functions, including faculty recruitment, academic and research programs, revenue-generating opportunities, and participation in campus initiatives.

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Application Review Date

The First Review Date for this job is: January 23, 2025

Responsibilities

40% Management and Administration - College of Engineering

- Determines and establishes organizational structures and supervisory relationships working with senior CoE management and through department managers and unit directors. Serves as Chief of Staff for the Dean in realization of college initiatives. Develops a deep understanding of the problem at hand and applies professional level analysis to create strategies and solutions. Engages in an iterative process with all stakeholders to refine and bring to closure initiatives and problems in the College.
- Makes decisions on administrative or operational matters and ensures achievement of operation's objectives (operational and budget processes, academic and/or staff FTE, finance, recharge administration, human resources, and IT).
- Provides comprehensive support for Assistant and Associate Deans in the College (College Relations, Facilities/Capital Projects, Research, Student Affairs, etc.) to facilitate accomplishment of their goals in the areas of research management, fundraising, student affairs, and facility and space planning and management. Provides analysis and financial planning expertise to the Dean for major and minor capital projects. Consults with the College development office to coordinate fundraising goals and capital project needs. Participates in strategy and planning discussions with the Dean and College Relations. Consults with the Assistant Dean for Facilities on both major and minor projects as well as space planning for the College and the Dean's Office. Coordinates with the campus budget office and plant accounting on all capital project financing and initial project budget development.
- Directs administration of academic and non-academic personnel functions of the College through the Academic Personnel and Staff HR Managers. Directs analysis of proposed and ongoing University and campus academic personnel policies and practices to determine their impact on the College, its departments, and the College academic staff. With regard to staff personnel, works through HR Manager to develop long-range personnel plans, implement programs, and formulate local policy. Oversees merit salary program for CoE non-academic staff.
- Provides statistical analysis and financial statements for all aspects of the College's operations.
- Develops and monitors the College's fiscal plan. Manages the general budget planning process for seven academic departments, research administration, and directly administers the Dean's Office budget and allocations. Reviews all departmental CoE recharge proposals.
- Manages the computation leading to the distribution of Temporary Academic Salaries (TAS)

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budget. Develops financial models to distribution of TAS to support the Dean's and CoE's strategic goals.

30% Strategic Planning and Program/Project Management

- Interacts with higher-level management on controversial situations, customer negotiations, or influencing and persuading other high level managers. Advises senior managers on controversial situations, customer negotiations, or influencing and persuading other high level managers.
- Provides data and analysis on annual faculty recruitment proposal. Evaluates faculty workload data, enrollment and degree statistics. Prepares final proposal in consultation with the Dean and Director of Academic Personnel. In collaboration with the Dean discusses faculty recruitment proposal and operating budget with the Provost/Vice Provost-Faculty.
- Manages special projects with high visibility and impact for the CoE, and with the potential of setting precedents for the control unit and possibly campus.
- Examples include:
 - Revenue-generation programs with consideration for all academic personnel policies and UC/Campus financial guidelines and practices.
 - In conjunction with the Executive Associate Dean, increase focus on graduate matters including support levels and enrollment.
 - In partnership the CoE leadership team, develop plans for capital and facilities improvements with various funding sources, including campus/state funding, philanthropy, and dean's discretionary funds.

20% Management and Administration - Dean's Office

- Manages, prepares, administers, and directs programs. Instills strong management practices among subordinate managers. Manages the immediate Dean's Office and its budget to ensure effective provision of computing, fiscal/planning, personnel/payroll, and executive/administrative services. The Assistant Dean is charged with creating the CoE Immediate Dean's Office staffing structure so that workflow is organized, efficient and responsibly distributed, resources are maximized, and all personnel, technical, and campus resources are utilized in the best possible way to serve the department's overall teaching mission. Involves selection, supervision, evaluation, and training of the immediate Dean's Office staff. Oversees delivery of services to the full Dean's Office, including College Relations, Facilities and Capital Projects, and Student Affairs.

10% Other

- Participates with other higher-level managers to establish campus strategic plans and objectives.

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- Represents the College of Engineering in campus-wide meetings and discussions. Plans, designs, influences and implements campus-wide processes.
- The Assistant Dean for Administration may be asked by other Schools/College and Control Units to serve on workgroups and committees that have campus-wide influence, such as Communications Network Funding Model - develop a sustainable model for campus IT/communication; Budget impact workgroup - a cross campus workgroup charged with analyzing the effect of budget reductions on campus. Represents the CoE at meetings of the Chief Administrative Officers and the CUMG groups.

Required Qualifications

- Five years of experience in a senior management role preferably with large and/or decentralized organizations.
- Advanced skills in strategy development, systems planning and change management.
- Excellent leadership abilities to oversee multiple functions or departments through subordinate managers.
- Excellent ability to establish metrics for department and employee goals which measure effectiveness of contributions to efficient operations of department.
- Excellent skills to work collaboratively and act persuasively in sensitive situations; skills in conflict management techniques. Skills in establishing and implementing customer service standards.
- Advanced knowledge of financial analysis and reporting techniques; human resources and risk management planning; accounting and payroll.
- Strong knowledge of common campus-specific and other computer application programs.
- Advanced knowledge of higher educational planning, budgeting and fund accounting principles, as well as detailed knowledge of related University and Campus policies and procedures.
- Familiarity with University Business and Finance Bulletins and campus business service policies and procedures, academic and administrative review procedures, research administration policies and procedures, federal audit requirements, OMB Circular A-21, and Cost Accounting Standards.
- Advanced and specialized knowledge of the capital construction planning process, budget formulation, financing options, and project reporting.
- Extensive knowledge of the budget process for the State, University, Campus, and College. Command of the principles and practices of effective leadership and management, including delegation, implementation, establishing goals, objectives and standards, supervision, and evaluation of programs and of individual performance.
- Demonstrated supervisory and hands-on experience in managing a complex College unit.

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- Skill in administering financial accounts and funds, including cost projections and budgeting.
- Skilled at performing and directing others in high level financial analysis and customized reporting.
- Demonstrated expertise in the applicability and use of spreadsheets and databases in financial analysis, fiscal management, and producing financial reports.
- Exceptionally effective oral and written communication skills and political acumen.
- Exceptional leadership, organizational, problem solving, and analytical abilities.
- Ability to engage in prudent risk-taking while seeing the big picture and strategizing accordingly.
- Ability to perform high level financial analysis and customized reporting.
- Ability to delegate and to direct others to analyze fiscal data, summarize information, and present it in a logical format.
- Ability to interact effectively with diverse groups.
- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualification(s)

- MBA, CPA or equivalent 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 \$151,400 to \$301,800 yearly (\$12,616.67 to \$25,150.00 monthly). This is a 100% FTE career position eligible for full benefits. This position is FLSA Exempt and paid monthly.



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How to Apply

To apply, please submit your resume, cover letter and Diversity Statement.

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."

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.

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

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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

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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