

Associate Director - Center for Support & Intervention  
(4568U) 75898  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252433>

Downloaded On: Feb. 3, 2025 1:17pm

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

<b>Job Title</b>	Associate Director - Center for Support & Intervention (4568U) 75898
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jan. 30, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Student Affairs
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**Job Description**

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**Associate Director - Center for Support & Intervention (4568U) 75898**

### 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**

Center for Support and Intervention within the Office of the Dean of Students, providing substance use recovery support services, violence prevention education, and support for students in distress.

### **Application Review Date**

The First Review Date for this job is: February 11, 2025

### **Responsibilities**

Overview:

Working under the Office of the Dean of Students and under the general direction of the Assistant Dean of Students and Director, the Associate Director of the Center for Support and Intervention assists in leading the Center for Support and Intervention (CSI) in providing critical services for student wellness. CSI holds the campus's non-clinical case management unit, including specialized staff trained in behavioral intervention, threat assessment, suicide prevention, and crisis management. Through direct work and through supporting the Students of Concern Committee, this position collaborates with the Office of the Chancellor, the Vice Chancellor for Student Affairs, the Office of Legal Affairs (OLA), Student Mental Health, the Basic Needs Center, the Center for Student Conduct, UC Police Department (UCPD), the Financial Aid and Scholarships Office (FASO), the PATH to Care Center, the Office for the Prevention of Harassment and Discrimination (OPHD), and others as appropriate to address the needs of students who are experiencing acute challenges in areas that may include academics, mental health, basic needs, discipline, family relationships, and potential harm to self or others. This position directly supervises the Center's case management staff.

### **Supervision and management:**

- With guidance from Assistant Dean, hires, supervises, and coaches Senior Case Managers,

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Case Managers, and other case management staff.

**Respondent services:**

- Serve as lead resource using high competency knowledge to understand and assist students in navigating administrative processes such as Student Conduct and Title IX investigations.
- Serve as a campus subject matter expert in Title IX. Understand the laws, legislation and policy that may affect students and the campus.
- Apply skills and ability to work with students in crisis. Collaboratively assist in navigating logistical challenges of interim suspensions or other restrictions of privileges for students. Refer students to legal counsel as appropriate. Manage regular reporting of metrics to University of California Office of the President and UC Berkeley stakeholders to ensure compliance with campus and system mandates.

**Outreach and training:**

- Design, develop and deliver specialized trainings to the campus community regarding students of concern, the Center for Support and Intervention, and respondent services coordination. Provide training opportunities within the unit for staff.

**Case management:**

- Serve as a strategist for Case Management with students experiencing distress.
- Connect students with the appropriate resources on and off campus serving as a liaison to community resources.
- Identify and document the network of campus and community services to meet specific needs related to academic stress, legal issues, mental health services, financial support agencies, food services, etc.
- Serve as a point of contact for campus community members who are seeking consultation and advice about the Center's services for students who seem to be experiencing distress.
- Manage inquiries and care reports of students of concern and advise staff and faculty on how to manage complex student issues.
- Responsible for gathering initial information, determining behavioral interventions, developing and communicating recommendations. Investigates each case by applying professional expertise on behavioral and psychological risk factors.
- Establish assessment and evaluation procedures for case management.

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- Exercise impeccable judgment regarding when to inform and consult with the Director of the Center for Support and Intervention who serves as the campus expert for high risk student behavioral interventions.

### **Leadership:**

- Assist the Assistant Dean and Director in the daily operation of the Center for Support and Intervention and the Students of Concern Committee.
- Serve on campus and system committees. Responsible for the operation of the Center for Support and Intervention in the absence of the Assistant Dean.
- Other duties as assigned.

### **Required Qualifications**

- Ability to gain strong knowledge of University and departmental policies, processes, and procedures.  
Knowledge of common computer application programs. Skills in monitoring / assessing people, processes or services, to make improvements.
- Strong skills in active listening, critical thinking, negotiation, reasoning, organizing, written and verbal communication; multitasking and intercultural competence and uses these skills to develop original ideas to solve problems.
- Strong skills in project and program management, social perceptiveness to be aware of others' reactions and understanding why they react as they do.
- Advanced knowledge of Student Affairs / Student Life specialization.
- Advanced knowledge of advising and counseling techniques.
- Advanced knowledge of risk assessment principles along with the ability to evaluate risks and the likelihood of consequences.
- Strong leadership skills to motivate employees and influence attitudes and behaviors.
- Bachelor's degree in related area and / or equivalent experience / training

### **Preferred Qualifications**

- Master's degree in related area and / or equivalent experience/training
- 2+ years of direct experience working with crisis in a university setting
- Training on non-clinical case management and behavioral intervention teams in a university setting

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- Certification and/or training in threat assessment and threat management
- Previous supervision 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 range that the University reasonably expects to pay for this position is \$110,000-\$120,000

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- This 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 service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.



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## 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:

[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](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 applying for or inquiring about this job announcement.

### **Contact**

N/A

University of California, Berkeley

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