

Deputy Executive Director of Programs (Acad Coord II) -  
UC Berkeley Labor Center  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252673>

Downloaded On: Feb. 5, 2025 6:44am

Posted Feb. 4, 2025, set to expire Mar. 7, 2025

<b>Job Title</b>	Deputy Executive Director of Programs (Acad Coord II) - UC Berkeley Labor Center
<b>Department</b>	<a href="http://ttps://laborcenter.berkeley.edu/">http://ttps://laborcenter.berkeley.edu/</a>
<b>Institution</b>	University of California Berkeley Berkeley, California
<b>Date Posted</b>	Feb. 4, 2025
<b>Application Deadline</b>	03/07/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Senior Executive Officer Director/Manager
<b>Academic Field(s)</b>	Research Business & Administration Administration - Academic Unit
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**Job Description**

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**Deputy Executive Director of Programs (Acad Coord II) - UC Berkeley Labor Center**

**Position overview** **Position title:** Deputy Executive Director of Programs

**Salary range:** The UC academic salary scales set the minimum pay determined by step at



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appointment. See the following table(s) for the current salary scale(s) for this position:  
[https://www.ucop.edu/academic-personnel-programs/\\_files/2024-25/july-2024-scales/t36-ii.pdf](https://www.ucop.edu/academic-personnel-programs/_files/2024-25/july-2024-scales/t36-ii.pdf). A reasonable estimate for this position is \$81,633 - \$145,000.

**Percent time:** 100%

**Anticipated start:** March 2025

**Position duration:** Two (2) years with the possibility of renewal based on funding and performance

**Application Window**

**Open date:** February 3, 2025

**Next review date:** Monday, Feb 17, 2025 at 11:59pm (Pacific Time)

Apply by this date to ensure full consideration by the committee.

**Final date:** Friday, Mar 7, 2025 at 11:59pm (Pacific Time)

Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

**Position description**

**Labor Center Overview**

The UC Berkeley Labor Center conducts research and education on issues related to labor and employment. The Labor Center's curricula and leadership training serve to educate a diverse new generation of labor leaders. The Labor Center carries out policy-relevant research on topics such as job quality and workforce development and works with unions, policymakers, and other stakeholders to develop innovative policy perspectives and programs. The Labor Center provides an important source of research and information on unions and the changing workforce for students, scholars, policymakers, and the public. This position offers an exciting opportunity to be part of a high-impact, high-visibility organization and to work with a nationally recognized team of researchers, policy analysts, and educators. We have nearly 40 diverse staff members.

**Position Description**

The UC Berkeley Labor Center, at the Institute for Research on Labor and Employment (IRLE), UC Berkeley, seeks a Deputy Executive Director of Programs to provide programmatic oversight for the entire Labor Center, under the supervision of the Executive Director. The Deputy Executive Director of Programs will work with the Executive Director and program directors to coordinate/manage and

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implement the Labor Center's programmatic goals. This position will entail supervision. The position also entails the opportunity for work on their own projects, depending on the background and interests of the candidate in the Labor Center's programs. The ideal candidate is a skilled, experienced practitioner and administrator with experience in the labor movement, policy research and analysis, research methods, and fundraising. The position requires a high-level strategic understanding of the Labor Center's research, outreach, and educational activities.

### **Responsibilities Include**

- Oversee decision-making process about how the Labor Center takes on new work projects, especially across program projects
- Support program directors in programmatic planning and implementation
- Identify and support areas of cross-program collaboration
- Lead the development of systems and structures to ensure high-quality work products
- Assist with the strengthening of systems and the culture of learning around research methods
- Help to secure research grants/contracts to support program expansion and organizational sustainability
- Coordinate external stakeholder relationships across the Labor Center
- Coordinate and support programmatic work with other UC labor centers
- Represent the Labor Center to stakeholders, funders, the university, and the media
- Make public presentations to stakeholder organizations, unions, and policymakers on a variety of issues, depending on expertise
- Supervise program directors
- Manage the Labor Center when the Executive Director is temporarily unavailable

**Unit:** <https://laborcenter.berkeley.edu/>

### **Qualifications**

**Basic qualifications** (required at time of application)

Bachelor's degree or equivalent international degree

### **Preferred qualifications**

- Strong familiarity with major issues facing labor in California
- MA degree or equivalent international degree plus 10 years of experience or PhD
- 5+ years managing staff
- 10+ years working with labor-related and/or community-based organizations

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- Strong management and organizational development skills and experience
- Ability to work and communicate effectively with University faculty, staff, and students, as well as with labor and community stakeholders
- Excellent verbal and written communication skills
- Experience in training and/or leadership development
- Experience with fundraising
- Experience working on communications strategy
- Experience with research methods
- Experience with public policy

## Application Requirements

### Document requirements

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter
- Policy Writing Sample #1
- Policy Writing Sample #2

### Reference requirements

- 3-5 required (contact information only)

**Apply link:** <https://aprecruit.berkeley.edu/JPF04548>

**Help contact:** [vlpotts@berkeley.edu](mailto:vlpotts@berkeley.edu)

### About UC Berkeley

UC Berkeley is committed to diversity, equity, inclusion, and belonging. The excellence of the institution requires an environment in which the diverse community of faculty, students, and staff are welcome and included. Successful candidates will demonstrate knowledge and skill related to ensuring equity and inclusion in the activities of their academic position (e.g., teaching, research, and service, as applicable).

The University of California, Berkeley is an Equal Opportunity/Affirmative Action Employer. All qualified

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applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status.

Please refer to the [University of California's Affirmative Action Policy](#) and the [University of California's Anti-Discrimination Policy](#).

In searches when letters of reference are required all letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the [UC Berkeley statement of confidentiality](#) prior to submitting their letter.

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

As a condition of employment, the finalist will be required to disclose if they are subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct, are currently being investigated for misconduct, left a position during an investigation for alleged misconduct, or have filed an appeal 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.
- [UC Sexual Violence and Sexual Harassment Policy](#)
- [UC Anti-Discrimination Policy for Employees, Students and Third Parties](#)
- [APM - 035: Affirmative Action and Nondiscrimination in Employment](#)

**Job location**

Berkeley, CA - Eligible for 3 days Remote

To apply, visit <https://aprecruit.berkeley.edu/JPF04548>



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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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