

Assistant Director, Residential Life (4553U), Res & Family
Living - 76546
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253781>

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

Job Title	Assistant Director, Residential Life (4553U), Res & Family Living - 76546
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Feb. 27, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Student Affairs Residential Life
Apply Online Here	https://apptrkr.com/6037148

Apply By Email

Job Description

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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

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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 Berkeley campus community is committed to maintaining an environment that encourages personal and intellectual growth and has established rules of conduct intended to foster behavior consistent with a civil, educational setting. This position will play a critical role within Residential Life and the Associate Vice Chancellor and Dean of Students (AVC/DoS) team. Residential Life provides critical services to support 13,000 residents residing in University-owned housing units, serving as the primary contact for residents/families in conduct and community standards, community engagement, academic support, safety/security concerns, critical incident/emergency response, and wellness.

The AVC/DoS team, within the Division of Student Affairs, provides essential programs, services, and resources for the co-curricular student experiences of UC Berkeley undergraduate and graduate students. The AVC/DoS team includes: Public Service Center, Center for Student Conduct, ASUC Student Union, LEAD Center, Center for Support & Intervention, Career Center, New Student Services, Recreational Sports, Residential Life, Student Environmental Resource Center, and Student Legal Services.

Position Summary

The Assistant Director of Residential Life within the Dean of Student's portfolio is charged with the leadership and management of residential communities including overseeing the execution of programmatic operations for residential students, direct supervision of 2-4 professional staff and 30-50 student staff that support the academic mission of the University by contributing to students' out of

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classroom learning, ensuring the safety and security of over 2,500 students, and maintaining relationships with various departmental, divisional, and campus partners. Using specialized knowledge of learning and student development theories, the Assistant

Director trains and guides staff on Student Affairs best practices and presents to the campus on impact. As a member of the Residential Life leadership team, the Assistant Director participates in the strategic planning of the department and provides feedback and recommendations on organizational, budgetary, or staffing needs.

Application Review Date

The First Review Date for this job is: 03/11/2025.

Responsibilities

Supervision and Management:

- Provide direction and guidance to supervisees, including assistance on most complex and sensitive issues.
- Provide supervision, coaching, training, evaluation, and performance management for employees, as well as the design and supervision of professional development plans.
- Recommend hiring and separation of employees when appropriate.
- Conduct regular check-in meetings, staff meetings, and annual performance appraisals; make merit recommendations and other recognitions.
- As chair of committee and/or project manager, provide guidance and feedback to staff who may not be a direct report and inform direct supervisor.

Programmatic and Community Development:

- Work with and coach direct reports and other staff to design innovative workshops, develop curricula, and instructional materials.
- Identify and implement innovative strategies.
- Ensure staff design, develop, implement, and deliver multi-format programs to enhance the learning process for students.
- Create direction, train and advise on academic success and community development programs in each residential community.
- Ensure learning outcomes and program standards are met and are responsive to student's needs.

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- Develop assessment processes for residential programs and activities.
- Use and share data to refresh and improve residential programs and activities on an ongoing basis.
- Recommend modification of programs to enhance program effectiveness.

Partnerships:

- Establish and maintain partnerships with internal teams including Resident Faculty, Facility Managers, and Conduct and Community Standards.
- Establish and maintain partnerships with partners on the broader campus, including the academic departments, the AVC/DoS team, City of Berkeley partners, Center for Educational Justice and Community Engagement, and Student Affairs departments.
- Represent Residential Life on campus committees and working groups.

Crisis Management and Students of Concern:

- Consult with Resident Directors (RDs) on assessing crisis situations and provide direction for action to be taken.
- Facilitate conversations with students, staff, administrators, and parents in crisis situations.
- Ensure the timely and thorough completion of conduct processes and reports.
- Participate in the rotation of the "administrator on call" in order to provide immediate consultative support to staff managing crisis interventions and student mental health issues.
- Function as a Campus Security Authority under the Clery Act and under the California Child Abuse and Neglect Act (CANRA) to report observed/suspected abuse or neglect of children, dependent adults and elders to designated law enforcement or social service agencies.

Leadership:

- Manage, coordinate, and recommend modification of departmental and multi-unit projects and programs within Residential Life designed to achieve specific learning outcomes and to enhance program effectiveness (e.g., theme programs administration, Resident Faculty, Hall Association, leadership support, and campus partner programming collaborations).
- Chair a committee by providing structure and direction to members of the group.
- Provide stewardship and strong risk management oversight of University resources.

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Required Qualifications

- Advanced knowledge in learning theories, advising, and counseling techniques.
- Knowledge of student development theories and practice.
- Cognizant of specific learning styles and residential curriculum models.
- Knowledge of how learning skills issues apply to a research institution.
- Knowledge of academic curricula and student academic support services.
- Knowledge in designing and implementing learning and pedagogical models.
- Advanced oral and written communication skills.
- Advanced interpersonal skills and intercultural competence, including a demonstrated understanding of diversity, equity, inclusion, and social justice.
- Demonstrated experience in judgment and decision-making, problem-solving, and organizational skills in a student life environment.
- Skills in monitoring/assessing processes or services to make improvements.
- Experience supervising, coaching, and evaluating professional staff.
- Knowledge of risk assessment principles and demonstrated experience in evaluating risks in a student life environment.
- Knowledge in the areas of counseling and crisis intervention, conflict mediation, student and leadership development theory, student conduct administration, multicultural and educational programming, academic support, and safety and security programs.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- 5 or more years of professional work in Residence Life or equivalent experience.
- Master's degree in counseling, higher education, or student affairs and/or equivalent experience/training.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly at an annual rate and is eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the

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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 annual salary range that the University reasonably expects to pay for this position is \$93,000.00 - \$98,000.00.

How to Apply

- To apply, please submit your resume and cover letter.

Diversity Statement



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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."

Other Information

- This is not a visa opportunity.

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.

Misconduct

SB 791 and AB 810 Misconduct Disclosure Requirement: 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

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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:

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"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 https://apptrkr.com/get_redirect.php?id=6037148&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#)



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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

University of California, Berkeley