

Associate Director (7398U) Haas School of Business  
76675  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253879>

Downloaded On: Apr. 25, 2025 4:45pm

Posted Mar. 3, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Associate Director (7398U) Haas School of Business 76675
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Mar. 3, 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>	Multicultural Affairs/Diversity Human Resources Business & Administration Administration - Academic Unit
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**Job Description**

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**Associate Director (7398U) Haas School of Business 76675**

### 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.

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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**

UC Berkeley's Haas School of Business offers a unique opportunity to champion new ideas, collaborate across boundaries, and continually learn in a workplace committed to increasing diversity and creating a welcoming environment for all. Our distinctive culture is captured within our four Defining Leadership Principles: Question the Status Quo, Confidence Without Attitude, Students Always, and Beyond Yourself. These principles distinguish Berkeley Haas as a unique environment conducive to teamwork, collaboration, and career growth.

The Center for Equity, Gender & Leadership (EGAL) is a renowned center at UC Berkeley's Haas School of Business focused on leadership and the success of women as leaders. This includes meeting women and men where they are with what they need to succeed across all sectors of leadership. EGAL's primary work focuses on the design and delivery of student and alumni-facing initiatives and programming, and the development of innovative executive leadership programming in partnership with Berkeley Executive Education. The Associate Director is a critical thought-partner in the ongoing development and refinement of EGAL's mission, vision, strategy and goals.

### **Application Review Date**

The First Review Date for this job is: March 13, 2025

### **Responsibilities**

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Manages a mid-sized Center with primary responsibility for programmatic activities

- Manages other staff, including research assistants who are supporting research development and content design.
- Prepares presentations and learning materials building from current and new EGAL content and teaches in various programs.
- Manages Center projects/ fellowships related to leadership and women.
- Organizes content for internal and external conferences and events, as well as presents in several.
- Seeks out new partnership opportunities with companies, organizations and other universities who advance women in leadership, as well as across the UC Berkeley campus, and larger UC ecosystem.

Identifies and pursues funding opportunities and sustainable revenue streams

- Works with Center to directly fundraise with individuals and recruit new Advisory Council members.
- Assists in managing relationships with the Advisory Council members and acquiring ongoing investment from members, as well as recruiting new Advisory Council members.
- Works with Haas Development and Alumni Relations on large fundraising endeavors.
- Grows and manages our Corporate Partners Programs, and manages on-going corporate relationships.
- Coordinates funding efforts with UC Berkeley Sponsored Projects Office as needed.
- Creates resources, content, and new tools and identifies ways to make them profitable and generate new income.

Participates in the Center's budgeting and accounting processes to support financial infrastructure of initiatives

- Participates in budgeting for corporate projects and initiatives.

Assesses Center's vision, mission and effectiveness, and recommends changes to strategy, content, policies and procedures accordingly

- Supports Center strategy development and oversight.
- Develops and tracks Center KPIs and quarterly auditing.

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Represents the Center to different stakeholders, serves on committees representing the Center, and participates in short- and long-term planning of Center projects and activities

- Collaborates with the Advisory Council and Student Advisory Board.
- Oversees campus partnerships with Staff Engagement and Belonging and liaises with other teams and groups at UC Berkeley and Haas.
- Physically attend EGAL events and meetings, as well as Haas staff events.

Promotes the visibility of the Center's brand, projects and activities

- Writes, develops content, and disseminates thought leadership (e.g ., blogs, podcasts).
- Participates/presents at conferences and events related to women and leadership.

Professional Learning and Growth

- Actively contributes to a team environment that fosters and promotes a culture of diversity, equity, inclusion, justice, and belonging (DEIJB) within the unit and at Haas. Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.
- Other duties as assigned.

### **Required Qualifications**

- Background and experience in diversity, equity, inclusion, and belonging.
- Corporate or academic experience in subject matter.
- Thorough knowledge of administrative, budget, human resources and financial principles and practices.
- Strong project management experience, and ability to complete projects on deadline.
- Strong oral and written communication skills.
- Strong ability to think creatively and independently on concepts requiring advanced analytical skills.
- Strong interpersonal skills and ability to work with diverse groups to achieve results.
- Strong ability to work collaboratively with internal and external peers and managers.
- Solid fundraising experience.
- Relationship management skills and track record of building strong partnerships.

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- Advanced degree in related area and / or equivalent experience / training.

### **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 \$90,000-\$110,000. The full range for this position is \$72,600 to \$124,700

- This is a 100% full-time (40 hours per week), one year contract 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.

### **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

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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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