

Director of Academic Affairs (0378U) 76673
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253898>

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

Job Title	Director of Academic Affairs (0378U) 76673
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 3, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Academic Affairs University Administration
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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 mission, diverse student body, and commitment to equity and social justice. Since our founding in

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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 Division of Arts and Humanities in the College of Letters & Science is the second largest academic division on campus, with an annual budget of approximately \$125M, 240 permanent faculty FTE, and undergraduate enrollment averages over 31,000 per semester. The faculty in Arts & Humanities are leaders in their fields-both as researchers, honored worldwide for their contributions to scholarship and as teachers who challenge students to explore the most profound questions that shape their lives and times. Students expand their horizons and prepare themselves for an increasingly multicultural world by studying the world's languages and cultures. And discovery in the arts helps students open their imaginations to fresh perspectives on the world. Its academic departments include Art Practice; Ancient Greek and Roman Studies; Comparative Literature; East Asian Languages & Cultures; English; Film & Media; French; German; History of Art; Italian Studies; Music; Middle Eastern Languages and Cultures; Philosophy; Rhetoric; Scandinavian; Slavic Languages & Literatures; South & Southeast Asian Studies; Spanish & Portuguese; Theater, Dance & Performance Studies.

Application Review Date

The First Review Date for this job is March 14, 2025

Responsibilities

Directs and administers academic and research programs located in the Dean's office with full responsibility for administrative and programmatic activities.

- Develop and oversee curricular and co-curricular initiatives focused on student access and enrollment growth, including outreach, conferences/events. Collaborates closely with

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departments on major redesign and curriculum development for the 34 majors in A&H; as needed, supports the development of curricular proposals to the L&S Executive Committee. For the HUM curriculum designs all courses and independently develops proposals for the Committee on Courses of Instruction.

- Develop and implement divisional plans and outreach strategies focused on admissions in partnership with the Director of Communications and Associate Deans.
- Lead development and implementation of college-wide language proficiency testing program, including resource allocation, policy development, and communications; provide oversight of funding and policy related to language acquisition instruction in the division.
- Collaborate with high-level management in strategic thinking and planning for curriculum, enrollment trends, academic planning, and academic policies, including DSP, accommodations, college requirements, and admissions targets.
- Manage a broad portfolio of other research programs and initiatives with division-wide impact.

Identifies and pursues funding opportunities and revenue streams.

- Helps to identify and apply for funding from multiple external sources (corporations, foundations, individuals, other universities) in partnership with FRCP and BRDO.
- Partner with the Development team to secure funding to increase funding for research in the humanities, graduate student fellowship support, and (co)curricular initiatives.
- Work with the dean's office leadership to develop proposals for UCOP/campus, foundations, and other funders on a broad range of issues that increase access to the Arts & Humanities and support divisional growth.

Assesses program's effectiveness, and recommends changes to program's content, policies and procedures accordingly.

- Creates an assessment system, tracks results of new programs and communicates those results. Based on assessment results, recommends and implements changes to the program's content, policies, and strategic goals accordingly.
- Review and assess the operations and funding of centers in the division; recommend areas for improvement, alignment with divisional priorities, and strategies for increased collaboration.
- Prepare reports (both programmatic and financial) on existing grant-funded programs.

Leads and serves on committees in the division and college relating to academic affairs, participating

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in short- and long-term planning for projects with division-wide impact.

- Provide staff and project management support for task forces, committees, and working groups focused on research, academic affairs, and educational policy.
- Organize strategic planning process and lead administrative projects for the dean's office.

Manages financial and HR resources.

- Provide high-level analysis and manage the allocation of resources for the delivery of language acquisition courses in the division (\$10M annually) including FTE allocations; coordinate R&C allocations.
- Manage position control for Unit 18 lecturer positions.
- Oversee budget and administration of Humanities Research Fellowship (\$1.2M annually), Mellon project Grants (\$300-400K annually), and other extramural funds.

Facilitates the efforts of various departments, managers, and outside constituencies to ensure interdisciplinary collaboration

- Meet with the Divisional Leadership (Chairs, Faculty Directors, and Managers monthly and as needed).
- Work with Admissions, participate in Yield Task Force, and other campus stakeholder; convene Arts & Humanities UMAs, L&S Arts & Humanities Neighborhood Advisors.
- Coordinate efforts of centers, departments, and central campus units to implement programs and ensure the adoption of new policies and procedures.

Participates in professional conferences, and provides public relations support.

- Represent A&H at conferences
- Work with the Director of Communications and Public Affairs on press; prepare statements and responses on behalf of the Dean and Division in response to student inquiries, academic affairs
- Serve as liaison for scholarly organizations (ACLS, MLA, etc).

Required Qualifications

- Academic background and experience in selected area of research.
- Advanced knowledge of administrative, budgetary, human resources and financial principles and

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practices.

- Advanced oral and written communication skills.
- Advanced ability to think creatively and independently on concepts requiring advanced analytical skills.
- Advanced interpersonal skills and ability to work with diverse groups to achieve results.
- Advanced ability to work collaboratively with internal and external peers and managers.
- Highly skilled fundraising experience.
- Doctorate in related area and / or equivalent experience training.

Salary & Benefits

This is a full-time career position.

This position is eligible for the full range of UC 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 \$109,200 - \$140,000 annually.

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

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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 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](#).



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To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

jeid-9a62dcec2abe0247b2435e9a79e5484a

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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