

Director, Career Services (4517U) 76984 Haas School of
Business
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254428>

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Posted Mar. 14, 2025, set to expire Jul. 1, 2025

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| Job Title | Director, Career Services (4517U) 76984 Haas School of Business |
| Department | |
| Institution | University of California, Berkeley Berkeley, California |
| Date Posted | Mar. 14, 2025 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Director/Manager |
| Academic Field(s) | Student Affairs Academic Advising |
| Apply Online Here | https://apptrkr.com/6077038 |

Apply By Email

Job Description

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Director, Career Services (4517U) 76984 Haas School of Business

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

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.

This position sits in the Master of Financial Engineering Degree program office. The Master of Financial Engineering Degree is a one-year graduate program for students interested in pursuing careers in quantitative finance, financial technology as well as data science.

Application Review Date

The First Review Date for this job is: March 27, 2025

Responsibilities

- Researches, designs, and develops workshops and programs to meet the career need of students and alumni including resume critique workshops, cover letter workshops, LinkedIn workshops, and networking workshops.
- Works with other departments / colleges / schools on providing resources to meet students' career needs.
- Coordinates with UC Berkeley central career services to ensure students are tapping into all

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resources as well as markets UC Berkeley career fairs to students.

- Oversees career program technical systems, and uses thorough knowledge of career program and information systems to build applications and improve web sites and other supporting technologies.
- Coordinates the implementation of any new systems to support career programming.
- Presents sensitive and difficult information about the career program, including presentations to the media, employers and the public. Sensitive and difficult information includes but is not limited to information relating to compensation, market color, application and admission statistics, skillsets and backgrounds of students, as well as how students are performing in classes and recruiting processes.
- Establishes and cultivates relationships with corporations and other organizations related to career services for students and alumni to promote student placement into jobs, internships and experiential learning opportunities as well as enhance the organization's relationship with outside organizations. Relationships will be built through a combination of networking with alumni and external stakeholders as well as prospecting for new relationships via third party websites such as LinkedIn.
- Maintains and adds contacts to the employers relations database (CRM System and 12Twenty).
- Develops and oversees delivery of broad and complex career-focused programs and events that incorporate the needs of organization partners and constituents. As MFE's utilize a highly technical skillset, programming needs to be both broad enough to be relevant to the entire cohort and multiple partners while complex enough to allow students with specific interests to learn new skills and achieve their career goals. Programming may be in areas such as DeFi, machine learning, data science, ESG, coding, on the technical side.
- Develops and implements marketing and outreach programs to promote programs and services including both virtual and in-person career events.
- Provides career counseling in particularly complex areas that require specialized expertise, such as Ph.D. and graduate students who are investigating careers outside academia. MFE students are pursuing highly technical careers in areas such as quant trading, quant research, data science, machine learning, risk management among others. Furthermore, many students are seeking US based employment for the first time and need additional counseling in how to navigate and be successful in the US hiring market.
- Meets with students one-to-one and in groups to discuss and coach them on their resumes, cover letters, applications and/or interviews.
- Discusses with students/alumni company cultures, career paths, job functions, specific opportunities and helps them in getting the jobs which they seek.
- Researches, evaluates, and updates written and electronic career and educational resources including prospective, current, and incoming students websites, as well as internal career

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documentation relating to the career services and job placement process.

- Develops career newsletter including robust list of jobs and internships for which the students can apply.
- Works with students on paperwork relating to internship and full-time job placement process.
- Coordinates Berkeley International Office to ensure all paperwork is filled out in a timely manner with respect to CPT, OPT and other career related matters.
- Provides mentorship and coaching to full-time staff direct report (Career 3, Associate Director), student workers, as well as contract workers; owns projects from start to finish whereby full-time staff members, student workers, as well as contract workers may need supervision and oversight.

Professional Learning and Growth:

- Embraces the principle of being a "student always" by engaging in opportunities for training, workshops, seminars, continuing education pertinent to the position, or at the suggestion of the supervisor.
- Actively contributes to a team environment that fosters and promotes a culture of diversity, equity, inclusion, and belonging (DEIB) within the unit and at Haas
- Engages in ongoing education to promote diversity, equity, inclusion & belonging by completing University sponsored certifications & training sessions (ie: MEP Workshop, Implicit Bias Certification, LinkedIn Learning workshops, and other workshops & seminars offered by the University or Haas, as they are made available) or by engaging in external seminars & resources related to DEIB.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself

Required Qualifications

- Advanced knowledge of career development theories, adult development theory, counseling processes, career coaching techniques, career decision making, learning styles, and job search techniques.
- Advanced knowledge of needs assessment theory, processes, and practice; workshop and program design.
- Advanced knowledge of or can quickly learn UC programs, career services, employer, alumni, and faculty needs and expectations, recruiting and staffing methods, employment trends.
- Strong skills to design and modify computer applications to meet program needs, problem identification, presentation skills, verbal communication, written communication, and organization skills.

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- Excellent interpersonal skills, demonstrating a desire to promote diversity, equity, inclusion and belonging to establish and maintain positive & professional working relationships with colleagues, students and team members.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself
- Demonstrates an understanding of and commitment to diversity, equity, inclusion, and belonging in a business, organization or public university setting.
- Demonstrates attention to detail and strong analytical skills including working with data sets.
- Knowledge of how to utilize 12Twenty and/or other CRM platforms
- Knowledge of the career paths in quantitative finance, data science, machine learning, and financial technology
- Knowledge of required paperwork and processes for international students to secure US based employment including process around CPT and OPT.
- Builds relationships with employers and hiring managers and interfaces with external constituencies.
- Administers and coordinates events including orientation, graduation, career treks, career fairs and workshops
- Knowledge of how to effectively write and design professional resumes, cover letters and LinkedIn Profiles

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 \$80,400 - \$112,900

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.



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- 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 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



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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

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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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