

Director, Advocacy Competitions Program (7377U),
Berkeley Law - 77467
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255693>

Downloaded On: Apr. 19, 2025 10:22am

Posted Apr. 15, 2025, set to expire Jul. 1, 2025

Job Title	Director, Advocacy Competitions Program (7377U), Berkeley Law - 77467
Department	Berkeley Law
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Legal
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Job Description

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Director, Advocacy Competitions Program (7377U), Berkeley Law - 77467

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 1868, we have driven innovation, creating global intellectual, economic and social value.

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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 School of Law (Berkeley Law) is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. Berkeley Law is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national, and global import.

Berkeley Law offers a robust program in Experiential Education, through which students engage in developing their legal skills by working on "real world" cases under the close supervision of faculty, staff, and outside practitioners. Students gain practical experience through participation in legal clinics, skills classes, field placements, Student-Initiated Legal Services Projects (SLPS), and advocacy competitions, among other programs.

The Advocacy Competitions Program introduces students to litigation and transactional skills through simulated cases and problems across a wide range of subject matter areas. The Competitions Program has grown from a handful of student-supervised competitions to over 100 students participating in outside competitions each year, and even more participating in internal competitions. Student teams from Berkeley Law routinely succeed in appellate, alternative dispute resolution, and trial competitions in which they compete. Students who are selected for external competition teams become members of the Board of Advocates (BOA), a student organization. The group is organized into four branches: the Appellate Teams, the Alternative Dispute Resolution and Negotiations Team, the Technology & IP Team, and the Trial Team.

The Director of The Advocacy Competitions Program is responsible for managing internal and external competitions, overseeing the Board of Advocates and student directors of internal competitions, and coordinating with law firm sponsors and other donors. This position also manages an administrative

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support staff employee and student workers.

Application Review Date

The First Review Date for this job is: April 21, 2025

Responsibilities

Internal Advocacy Competitions:

- Manages, plans, and administers a range of administrative services and general operations for internal advocacy competitions-approximately 30+ events annually involving five internal competitions-including, but not limited to:
 - Recruits, trains, and communicates with volunteer judges for internal competitions and Berkeley Law-hosted external competitions.
 - Acts as the public representative of the program in interacting with judges and the public at events.
 - Plans and executes logistics for internal competitions, including creating registration forms, designing the internal competition schedule for the year, event organization, and post-competition communications.
 - Supports the business service needs of internal competitions, including ordering supplies, arranging video/audio recordings and captioning, ordering and paying for food, and sending parking passes to judges.

External Competitions:

- Manages, plans, and administers a range of administrative operations for the approximately 30 BOA external competitions, including but not limited to:
 - Reviews requested BOA competitions in coordination with AO2 and approves as appropriate in alignment with available budget and staff support.
 - Develops, revises, and enforces policies for general BOA operations as needed.
 - Provides training and support for BOA student leaders in navigating law school rules and UC policies with respect to external competitions.
 - Supports the business services needs of BOA as needed, including booking hotels and reimbursing coaches and students when the administrative staff employee is unavailable.
 - Advises BOA in recruiting practitioner coaches for external competition teams.

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General Program Management:

- Develops and prepares the internal competitions budget and gathers, analyzes, prepares, and summarizes financial and HR reports.
- Coordinates with the Department of Alumni and Development Relations in soliciting donations from Bay Area law firms for internal competitions.
- Assists in the design and drafting of the Competitions website and its social media content.
- Drafts newsletters and correspondence to internal and external constituents.
- Partners with Law School Human Resources to facilitate recruitments and coordinate hiring and onboarding processes.
- Coordinates and participates in human resources activities where necessary for employment, training, and classification.
- Serves on committees and represents the department as needed.
- Develops and implements procedures for supply inventory and keeping equipment in good working condition.
- Administers facilities and space logistics and manages equipment needs.

Supervision:

Responsible for the employment, selection, training, development, performance management and evaluation, counseling, and discipline of assigned staff members and/or support staff:

- Supervises administrative staff employees, and oversees volunteers and work-study students.
- Develops metrics for assessing successful execution of job responsibilities and holds direct reports accountable for achieving goals.
- Conducts regular check-in meetings/conversations with direct reports and delivers performance reviews in accordance with campus policies.
- Develops and implements performance improvement plans, including execution of disciplinary actions, as needed.
- Trains, mentors, and develops direct reports.
- Performs additional duties as assigned.
- Engages in professional development and training opportunities as needed.

Required Qualifications

- Thorough knowledge of University rules and regulations, processes, protocols and procedures for budget, accounting and fund management, and / or personnel management.

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- Excellent interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising and counseling skills.
- Knowledge of a variety of administrative operational activities such as event planning, basic fundraising processes, risk management planning, website design, accounting and payroll, and contracts and grants regulations and guidelines.
- Strong skills in short-term planning, needs assessment analysis, problem-solving, and customer service.
- Thorough knowledge of financial analysis and reporting techniques, and / or human resources policies and procedures for staff and academic employees.
- Strong organizational skills with demonstrated ability to prioritize and coordinate several projects simultaneously with demanding timeframes.
- Experience working with project and/or organizational budgets, including goal setting, budget planning, and forecasting.
- Ability to be a self-starter, to take initiative and work independently as well as on a team. Ability to work collaboratively to achieve results
- Strong political acumen and the ability to use discretion and sound judgment in managing sensitive information and in responding to issues and concerns. Must be able to maintain confidentiality.
- Strong computer skills, including proficiency in Microsoft Office, Google Suite, and video conferencing platforms (e.g. Zoom, Skype, MS Teams, Google Meet, etc.), with the ability to learn new computer programs and software systems.
- Strong attention to detail.
- Excellent analytical skills, with the ability to think creatively to solve problems and develop solutions.
- Ability to communicate clearly and effectively in small group and public events.
- Demonstrated ability to work effectively and collaborate with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Demonstrated commitment to fostering an inclusive and supportive environment that promotes collaboration and mutual respect among all members of the UC Berkeley community and its stakeholders.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds.
- Experience in project management and/or event planning.
- Experience as an office manager or overseeing the administrative responsibilities of an organizational unit or program.
- Ability to effectively hire, train, and manage direct reports.

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Education/Training:

- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Experience working in an academic environment.
- Juris Doctor (J.D.)

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 or hourly range that the University reasonably expects to pay for this position is \$100,000.00 - \$108,000.00. This is an exempt, monthly-paid position.

This is a full-time, Career position that is eligible for full UC benefits.

This position is eligible for up to 20% remote work (1 day/week). Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

How to Apply

To apply, please submit your resume and cover letter.

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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.

SB 791 and AB 810 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](#)

Other Information

This is not a visa opportunity.

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.

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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

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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