

Director of Administration (0547U) 77867
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256507>

Downloaded On: May. 7, 2025 2:36pm

Posted May 5, 2025, set to expire Jul. 1, 2025

Job Title Director of Administration (0547U) 77867
Department Interdisciplinary Social Science Programs
Institution University of California, Berkeley
Berkeley, California

Date Posted May 5, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Academic Unit

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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 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

The Interdisciplinary Social Science Programs (ISSP) are a cluster of degree programs that provide an interdisciplinary approach to the study of social science issues. Comprised of three undergraduate majors (Cognitive Science, Global Studies, and Political Economy), several undergraduate minor programs (Global Studies, Political Economy, Human Rights, and Global Poverty and Practice), a master's degree program in Global Studies, two graduate designated emphases (graduate minor programs) in Cognitive Science and Political Economy, and a new Self-Supporting Graduate Professional Degree Program in Computational Social Sciences, ISSP serves approximately 975 undergraduate major, 170 minor, and 45 graduate students. (The SSGPDP will eventually serve 100 students each year.) ISSP is led by an Associate Dean, 3 Faculty Directors (one for each major), and advisory boards representing each of the major programs. There are approximately 8 ladder and adjunct faculty, 25 lecturers, and 50 GSIs and readers.

Position Summary

This position is responsible for the management of all administrative and programmatic functions of The Interdisciplinary Social Science Programs (ISSP), a cluster of three interdisciplinary undergraduate degree programs, four minor programs, one interdisciplinary master's degree program, two graduate-designated emphases (graduate minors), and a number of faculty-driven programmatic initiatives. The position holds responsibility for all financial and budgetary activity, academic and staff human resource tasks, facility and materiel resource allocation, IT resources and services, student services, instructional planning support, and academic initiative support. Responsibilities also include short and long-term strategic planning, and developing initiatives to support the mission of both individual programs and the unit as a whole.

Application Review Date

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The minimum posting duration for this position is 14 calendar days. The department will initiate the application review process on/after May 15, 2025.

Responsibilities

Administrative Oversight & Management

- Manages, plans, and administers all administrative operations of a large interdisciplinary academic department within the Social Science Division in the College of Letters and Science. Administrative services include IT, website management, facilities, student services, financial management, contracts and grants, academic and staff human resources, curricular and programmatic development, and advisory support for faculty leadership of the department.
- Prepares short- and long-range planning for administrative services operations and improvements to processes.
- Establishes and recommends change to policies which affect the unit.
- Develops and monitors operational and budget processes, staff FTE, finance, human resources and space planning.
- Modifies operations and budget as unit need and resources change.
- Adjusts staff FTE as needed to fit changing unit's needs. Represents the department on business affairs to the institution community.
- Works with peer managers of divisional units to solve common issues and problems.

Financial Management

- Develops, prepares, and monitors budgets and financial reports for general appropriations, temporary academic support, endowments, gifts, and other funds.
- Provides analyses for complex budget, funding, and financial data.
- Prepares short- and long-range plans and performs analyses regarding future resource allocations.
- Has overall responsibility for all fiscal matters in the unit, and manages the annual budget and temporary academic staffing in consultation with the program directors.
- Authorizes expenditures and manages all operational, instructional, and research budgets. These include temporary academic salaries, permanent and temporary staff salaries, general assistance, supplies and expense allocations, and grants.

Human Resources

- Manages all staff and oversees academic human resources for the department in conjunction

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with unit's AP Analyst.

- Advises the program directors and relevant faculty committees in academic personnel matters.
- Interprets complex academic personnel policies, procedures, and practices from a variety of sources (labor contracts, Office of Faculty Equity and Welfare); determines the relevancy of appropriate policies, applies them effectively.
- Supervises a team of 7 FTE which includes student academic advisors, academic HR analyst, a curriculum planner, and an administrative assistant.
- Indirectly supervises 2 other student academic advisors who have direct supervision from a lead advisor as well as a financial analyst shared with another department.
- Responsible for hiring decisions, training, performance ratings, merit increases, promotional opportunities, reclassification requests, written warnings, disciplinary actions, and/or resolution of grievances or complaints.
- Manages, coaches, and evaluates staff for performance management and works closely with staff to encourage their professional development.

Curriculum & Enrollment Management

- Oversees the planning and coordination of curricular offerings across 3 majors and 4 minors in conjunction with faculty leadership and the unit's curriculum planner.
- Oversees and facilitates a coordinated approach to scheduling and enrollment management across the programs.
- Supports the submission of new and modified courses to COCI.
- Works with related departments on cross-listing.

Space & Facilities Management

- Administers facilities and space logistics and manages equipment needs.
- Plans and coordinates the use of space and facilities, including administrative and faculty offices.
- Plans for and oversees physical plant rehabilitation and renovation.
- Manages IT systems and procedures.

Required Qualifications

- Broad knowledge of the campus processes, protocols, and procedures with a focus on budget, account, and fund management and/or personnel management under labor contract(s) and personnel policy.
- Broad knowledge of financial analysis and reporting techniques, human resources, and risk management planning, and/or accounting and payroll.

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- Strong verbal and written communication skills; ability to influence/persuade all levels of staff.
- Skills in organization and customer service to effectively manage multiple important priorities.
- Proven ability to organize department work functions in an efficient and effective manner.
- Broad knowledge of common organization-specific and other computer application programs.
- Skills to work collaboratively with other locations.
- Proven skills to quickly evaluate complex issues and identify multiple options for resolution.
- Demonstrated management and conflict resolution skills to effectively lead and motivate others.
- Broad knowledge of campus policies regarding teaching, academic responsibilities, performance, and student issues.
- Good project management skills, including the capability of managing capital projects.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Master's degree 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 \$130,000 - \$150,000, annually.

How to Apply

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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 about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

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

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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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