

Assistant Dean of Students (0323U) Job 78812  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258076>

Downloaded On: Jun. 12, 2025 7:05pm

Posted Jun. 10, 2025, set to expire Jul. 1, 2025

|                             |   |
|-----------------------------|---|
| <b>Job Title</b>            | Assistant Dean of Students (0323U) Job 78812                          |
| <b>Department</b>           | College of Computing, Data Science, and Society (CDS)                 |
| <b>Institution</b>          | University of California, Berkeley<br>Berkeley, California            |
| <b>Date Posted</b>          | Jun. 10, 2025   |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Associate/Assistant Dean  |
| <b>Academic Field(s)</b>    | Student Affairs   |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/6284948">https://apptrkr.com/6284948</a> |
| <b>Apply By Email</b>       |   |
| <b>Job Description</b>      |   |

Image not found or type unknown



**Assistant Dean of Students (0323U) Job 78812 - College of Computing, Data Science, and Society (CDS)**

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

Assistant Dean of Students (0323U) Job 78812  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258076>

Downloaded On: Jun. 12, 2025 7:05pm

Posted Jun. 10, 2025, set to expire Jul. 1, 2025

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 Student Services unit in the College of Computing, Data Science, and Society (CDSS) was established in 2024 as a result of CDSS becoming a college in July 2023. CDSS holds over 4,500 undergraduate students and oversees the two largest major programs on campus (Computer Science, Data Science), as well as Statistics. One in four Berkeley undergraduate students received a degree in these majors in 2024, and one in three of these majors held a second major in a discipline outside the college. CDSS has rapidly become the second largest college on campus (roughly tied with the College of Engineering).

As new Master's (the Master's in AI and Machine Learning) and certificates and global education programs are launched in the college, the management of these programs will fall under this unit. Co-curricular programs, including undergraduate research, and specialized career services, as well as transfer student admissions and institutional research related to the success of CDSS students are all run by CDSS Student Services.

CDSS Student Services is dedicated to building scalable co-curricular and advising programs, maintaining open access to our courses to students in other colleges, and to continue to innovate and improve its academic and program offerings. Some recent highlights include the development of a fair and comprehensive process for students in other colleges to change college into CDSS, a college-wide mentorship program open to all incoming first-year and transfer students, and a pilot using the selection of an alternative major on college applications in admissions to CDSS.

**CDSS Student Services Mission:** CDSS Student Services (SS) aims to invest in all students holistically, with a commitment to their personal and professional success as students and future

Assistant Dean of Students (0323U) Job 78812  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258076>

Downloaded On: Jun. 12, 2025 7:05pm

Posted Jun. 10, 2025, set to expire Jul. 1, 2025

alumni. CDSS SS actively and respectfully support students to: gain the knowledge, skills, and experiences needed to succeed in today's datafied world; receive sound advice centered on their personal experiences; and take advantage of research opportunities and career services so they are ready to masterfully engage as informed leaders to tackle the world's most pressing problems.

The Assistant Dean position will head CDSS Student Services. This position reports directly to the Associate Dean for Students. The position partners with the CDSS leadership to establish broad strategic goals, operational policies, and procedures for the college pertaining to all undergraduate and graduate student related matters. The incumbent provides expert advice to the Associate Dean for Students as well as other relevant faculty committee chairs.

The Assistant Dean develops and oversees the full range of functional areas to support the academic success and programmatic experiences of CDSS undergraduate and graduate students. The incumbent directs the student services strategy, goals, and objectives, sets the vision and mission for CDSS student engagement, and aligns the Student Services strategic plan with the college and campus strategic plans, in consultation with the Associate Dean for Students. The incumbent is responsible for new initiatives, building, expanding, evaluating, and fortifying a broad portfolio of programs to meet student learning needs. This individual assesses complex situations, identifies opportunities, and directs subordinates to address challenges.

The incumbent works in close collaboration with the CDSS Associate Deans, Executive Associate Dean (EAD), department managers, and others to support the undergraduates in the college as well as supporting development of graduate programs. This position provides leadership that demonstrates and communicates a big picture understanding of the organization, its interrelationships, and priorities; and ensures time, resources, learning opportunities, and actions are focused on priorities that matter to the changing workplace.

### **Application Review Date**

The First Review Date for this job is: 6/20/25 - Open until filled

### **Responsibilities**

30% Management and leadership:

- Manages the CDSS Student Services staff who support college-wide undergraduate advising and programs for approximately 4,500 CDSS students and supports the establishment and growth of college-level master's programs, certificates, and exchange programs that are under

Assistant Dean of Students (0323U) Job 78812  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258076>

Downloaded On: Jun. 12, 2025 7:05pm

Posted Jun. 10, 2025, set to expire Jul. 1, 2025

development.

- Has significant managerial duties and manages through subordinate supervisors and technical leads advising and programs for CDSS undergraduates. Has functional responsibility for developing/expanding, planning, and evaluating all aspects of undergraduate student services, including college advising, outreach, transfer admissions, and yield, as well as undergraduate research, internship and career services, mentorship programs, and new initiatives.
- Determines and establishes organizational structures and supervisory relationships for CDSS Student Services; provides supervision of and guidance to degree and certificate program administrative leadership; allocates resources across the programs consistent with the CDSS's academic objectives; thus, responsible for managing a major segment of academic programs on the campus. (CDSS is the second largest college on campus in terms of the number of undergraduates).
- Responsible for the unit's short and long-term goals and methods to achieve them. Designs and develops structures to meet academic program needs. Determines with the Associate Dean for Students which resources will be committed to goals and objectives and how they will be allocated. Leads cross-functional teams to solve complex organizational issues. Serves as the leader for professional project teams within the broad portfolio of programs and initiatives that fall into the scope of student services.
- Partners with the Director of Facilities and Capital Projects regarding oversight of the Gateway building's undergraduate student services space and classrooms.
- Participates in the management of and strategic planning for educational IT resources for the college, e.g., DataHub.

20% Assessment and Analysis:

- Maintains a strong understanding of student needs, trends, and professional requirements. Manages the staff responsible for evaluating the effectiveness of the student services functions, including enrollment trends, climate and student satisfaction, and co-curricular program effectiveness.
- Acts as a change manager for the development of student services infrastructure for major continuous improvement efforts. Oversees changes to provide more relevant and meaningful programming.
- Identifies individual, organizational or institutional barriers that hinder the achievement of the short and long-term goals of CDSS programs, determines strategies to address these obstacles, and provides direction to subordinate staff in devising and implementing plans to achieve goals.

Assistant Dean of Students (0323U) Job 78812  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258076>

Downloaded On: Jun. 12, 2025 7:05pm

Posted Jun. 10, 2025, set to expire Jul. 1, 2025

20% Supervising and Mentoring:

- Provides staff management, supervision, coaching: Conveys key institutional knowledge to direct reports and their teams. Provides direct reports with the coaching and support to be effective in their roles. Conveys knowledge and expertise with subordinates in order to equip them to handle complex issues. Makes decisions on performance, salary actions, hiring and other human resources related issues in CDSS Student Services.
- Establishes channels for regular review of unit personnel policies to ensure that all procedures are applied fairly throughout the unit and are in compliance with College and University guidelines. Evaluates changing staffing needs and responds to those needs by developing appropriate staffing strategies in a timely manner.

10% Student Success:

- Provides direction to the staff responsible for researching and developing a college-wide mentorship program for all incoming first-year and transfer students. This effort is coupled with devising strategies to introduce students to the variety of college and campus functions and programs for engaging in research, gaining internships, taking on leadership opportunities, and succeeding academically.

10% Budget and Financial Management:

- Responsible for development, implementation, and oversight of the budget for all Student Services functions. This fiscal responsibility includes both independent and collaborative decision-making with college leadership regarding college priorities, analysis of program needs, and the development of strategies for the review and allocation of resources.
- Oversees decisions to hire staff and students to carry out program goals within budget, assess adherence to plans, and adapt as appropriate.
- Manages the resources associated with various student programs including oversight of different fund sources and making recommendations for the appropriate use of gift and grant funds. Coordinates timely delivery of program updates and reports to development officers in the CDSS Dean's Office. Collaborates with External Relations to develop sustainable approaches for engaging CDSS faculty, students, and alumni in fundraising.

5% Representation:

**Assistant Dean of Students (0323U) Job 78812**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=258076>

Downloaded On: Jun. 12, 2025 7:05pm

Posted Jun. 10, 2025, set to expire Jul. 1, 2025

- Represents CDSS Student Services to the campus community and relevant external constituencies.
- Fosters and maintains productive working relationships with CDSS departments and programs and other campus offices to ensure that students' problems can be addressed quickly and justly, and that joint resolution of larger problems that affect the whole student population can be found.
- As a member of the Dean's management team, participates with other higher-level managers to establish CDSS-wide strategic plans and objectives. Establishes and maintains productive working relationships with other units within CDSS to ensure that all program needs are met. Advises chairs and deans on the formulation of college policy in areas needing clarification, and identifies solutions.

**5% Professional Development and Growth:**

- Engages in opportunities for training, workshops, conferences, and seminars that are relevant to this position.

**Required Qualifications**

- Advanced and demonstrated experience to articulate and engage in long-term planning, drive the development of new programs and significant revisions and reorganization of existing activities to achieve the strategic goals and objectives.
- Strongly demonstrated skill to oversee multiple functions and departments; successfully manage people, programs and change, in a large, complex environment; effectiveness in presenting complex and changing concerns on behalf of CDSS to the campus and stakeholder community.
- Experience with budgets, financial planning, and strategic resource allocation for the CDSS's academic programs.
- Skills in monitoring / assessing processes/ developing recommendations as to how to improve services and/ or staffing.
- A demonstrable commitment to and record of leadership in advancing the academic success of all students, and exemplary skill in communicating and collaborating with students.
- Political acumen to navigate the cultural, political, and bureaucratic realities of a pre-eminent public research university efficiently and effectively; skills to work collaboratively and act persuasively in sensitive situations; skills in conflict management techniques.
- Bachelor's degree in related area and / or equivalent experience / training.

**Preferred Qualifications**

Assistant Dean of Students (0323U) Job 78812  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258076>

Downloaded On: Jun. 12, 2025 7:05pm

Posted Jun. 10, 2025, set to expire Jul. 1, 2025

Master's degree in related area and / or equivalent experience; or an equivalent combination of education and experience.

### **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.

Classification: STDT SVC MGR 2

Anticipated hiring range: \$109,200 - \$161,600

UCB salary range: \$109,200 - \$207,800

The salary offer to the final candidate will take into consideration their experience and salary equity with current UC Berkeley employees working in similar roles.

### **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



Assistant Dean of Students (0323U) Job 78812  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258076>

Downloaded On: Jun. 12, 2025 7:05pm

Posted Jun. 10, 2025, set to expire Jul. 1, 2025

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 Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

**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)



Assistant Dean of Students (0323U) Job 78812  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258076>

Downloaded On: Jun. 12, 2025 7:05pm

Posted Jun. 10, 2025, set to expire Jul. 1, 2025

**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

,