

Academic Coordinator I Executive Director Executive  
Leadership Academy  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261547>

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Posted Aug. 22, 2025, set to expire Sep. 22, 2025

<b>Job Title</b>	Academic Coordinator I Executive Director Executive Leadership Academy
<b>Department</b>	Center for Studies in Higher Education
<b>Institution</b>	University of California Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 22, 2025
<b>Application Deadline</b>	09/22/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Academic Affairs Administration - Academic Unit
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**Job Description**

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**Academic Coordinator I Executive Director Executive Leadership Academy - Center for Studies in Higher Education**

**Position overview**

**Salary range:** The UC academic salary scales set the minimum pay determined by rank and step at appointment. See the following table for the current salary scale for this position:

[https://www.ucop.edu/academic-personnel-programs/\\_files/2025-26/policy-covered-july-2025-scales/t36-i.pdf](https://www.ucop.edu/academic-personnel-programs/_files/2025-26/policy-covered-july-2025-scales/t36-i.pdf)

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A reasonable full-time salary estimate for this position is \$88,000 to \$146,000.

**Percent time:** 50% - 100% time

**Anticipated start:** As soon as November 2025. Exact start date negotiable.

**Position duration:** Minimum one year, provided there is programmatic need and appropriate funding.

**Application Window**

**Open date:** August 20, 2025

**Next review date:** Thursday, Sep 4, 2025 at 11:59pm (Pacific Time)

Apply by this date to ensure full consideration by the committee.

**Final date:** Monday, Sep 22, 2025 at 11:59pm (Pacific Time)

Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

**Position description**

The Goldman School of Public Policy (GSPP) is consistently ranked as one of the top graduate schools of public policy in the nation, and is currently ranked as the number one school of Policy Analysis in the country by U.S. News & World Report. It functions as a small, professional school at the University of California, Berkeley which prepares graduate students for careers in public leadership domestically and internationally.

The School is home to more than 10 research centers led by GSPP faculty, including the Center for Studies in Higher Education (CSHE). CSHE is the first research institute in the United States devoted to the study of higher education. Through several programs, the Center's mission is to produce and support multi-disciplinary scholarly perspectives on strategic issues in higher education, conduct policy relevant research, promote the development of a community of scholars and policymakers engaged in policy-oriented discussion, and continue the Center's public service role as a resource on higher education.

One of CSHE's programs is the Executive Leadership Academy (ELA). Founded in 2011, ELA is dedicated to equipping college and university administrators with the tools to lead inclusively and strategically. By fostering critical thinking, advancing executive leadership skills, and enhancing strategic planning abilities, ELA cultivates the expertise needed to guide institutions. ELA is designed

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for individuals interested in preparing for appointments to executive positions at universities.

Currently, ELA offers two intensive in-person training sessions each year, designed to prepare professionals for executive roles in higher education. Led by a faculty of over 20 senior-level executives, the program attracts university program directors, administrators, and faculty members seeking career advancement (e.g., deans, chairs, directors, provosts, vice presidents). Recent appointees to senior positions also enroll to enhance their skills for new leadership challenges. ELA draws attendees from higher education institutions in California and across the nation, and many of its 624 alumni remain actively engaged with the program. In recent years, in addition to its core programs, ELA has also expanded its reach through special international programs.

CSHE seeks a visionary and dynamic Executive Director (Academic Coordinator) to lead the program's future direction. This individual will be responsible for program design, execution, and student recruitment, with a mandate to innovate and redesign the program at a larger scale, reach new audiences, and identify new revenue streams. The ELA Executive Director will report to the Director of CSHE.

### Responsibilities

- Oversee the ELA program, including planning and designing instructional programs.
- Expand the existing ELA structure to develop other modalities (e.g., online courses) or offerings (e.g., partnerships with other organizations, international curricula) and innovative ways to expand the program's global reach and accessibility.
- Design ELA curriculum to meet current needs for developing transformational higher education leaders, in collaboration with the ELA Associate Director and Advisory Board.
- Income generation: maximize program revenues, obtain foundation grants, solicit individual donations, and oversee program fundraisers
- Provide oversight for budget management to ensure financial accountability and alignment with organizational goals.
- Lead efforts to recruit new faculty for the ELA program.
- Recruit fellows for the ELA program and recommend alumni for the "Breakfast with George" executive mentorship program.
- Oversee marketing and public relations initiatives to enhance program visibility and engagement.
- Maintain and strengthen relationships with a network of 600+ ELA alumni, serving as an advisor and mentor.
- Design and implement new ELA webinars to expand learning opportunities.
- Cultivate and sustain relationships with the advisory board, fostering their engagement and support.

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- Partner and collaborate with faculty and administrative leaders at CSHE, GSPP, and other departments and units across campus to advance program goals.
- Foster relationships with leaders of higher education institutions in California, and also at other institutions across the country, and internationally

**Program:** <https://cshe.berkeley.edu/ela>

**Department:** <https://cshe.berkeley.edu/>

**School:** <https://gspp.berkeley.edu/>

### Qualifications

**Basic qualifications** (required at time of application)

Advanced degree

### Preferred qualifications

- Proven experience in executive leadership within higher education institutions.
- Demonstrated commitment to professional development, including mentoring and advising.
- Demonstrated strategic planning skills for driving organizational growth and success.
- Experience and success with fundraising and grant writing.
- Experience managing recruitment and marketing initiatives to meet organizational objectives.
- Proficiency in program evaluation and assessment to enhance effectiveness.
- Experience in board development and governance.
- Ability to foster collaboration in multicultural environments and to build a team environment.

### Application Requirements

#### Document requirements

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter

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### Reference requirements

- 3-5 required (contact information only)

**Apply link:** <https://aprecruit.berkeley.edu/JPF05083>

**Help contact:** [brykarz@berkeley.edu](mailto:brykarz@berkeley.edu)

### About UC Berkeley

UC Berkeley is committed to diversity, equity, inclusion, and belonging in our public mission of research, teaching, and service, consistent with [UC Regents Policy 4400](#) and University of California Academic Personnel policy ([APM 210 1-d](#)). These values are embedded in our [Principles of Community](#), which reflect our passion for critical inquiry, debate, discovery and innovation, and our deep commitment to contributing to a better world. Every member of the UC Berkeley community has a role in sustaining a safe, caring and humane environment in which these values can thrive.

The University of California, Berkeley 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, or protected veteran status.

For more information, please refer to the [University of California's Affirmative Action and Nondiscrimination in Employment Policy](#) and the [University of California's Anti-Discrimination Policy](#).

In searches when letters of reference are required all letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the [UC Berkeley statement of confidentiality](#) prior to submitting their letter.

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

As a condition of employment, the finalist will be required to disclose if they are subject to any **final** administrative or judicial decisions within the last seven years determining that they committed any

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misconduct.

- "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 or discrimination, as defined by the employer.
- [UC Sexual Violence and Sexual Harassment Policy](#)
- [UC Anti-Discrimination Policy](#)
- [APM - 035: Affirmative Action and Nondiscrimination in Employment](#)

**Job location**

Berkeley, CA

To apply, visit <https://aprecruit.berkeley.edu/JPF05083>

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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

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