

Director of Innovative Programs (4801) Job 81039 - The
Fung Institute
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=262232>

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Posted Sep. 9, 2025, set to expire Jun. 30, 2026

Job Title	Director of Innovative Programs (4801) Job 81039 - The Fung Institute
Department	Coleman Fung Institute for Engineering Leadership
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 9, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Development/Institutional Advancement Administration - General
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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

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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

Coleman Fung Institute for Engineering Leadership, launched in January 2010, prepares engineers and scientists with the multidisciplinary skills to lead enterprises of all scales, in industry, government, and the nonprofit sector. The Fung Institute is headquartered in UC Berkeley's College of Engineering and includes the Master of Engineering Program, the undergraduate Fung Fellowship for Wellness and Technology Innovations, communications courses for PhDs and undergraduates, and bespoke career services and experiential learning services.

This role will serve as the Director of Innovative Programs for the Fung Institute. The Director will plan, direct, administer, and ensure excellence in all programmatic and administrative matters related to existing and new programs and activities as assigned by Institute leadership (including but not limited to admissions; student experience and outcomes; faculty participation; curriculum; online student communities; and financial management).

Application Review Date

The First Review Date for this job is: 9/19/25 - Open until filled

Responsibilities

45% Program Management:

- Directs and administers complex programs (degree and non-degree, within a variety of delivery

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models and audiences), with complete responsibility for administrative and programmatic activities.

- Oversees, plans, and implements all major aspects of program development and administration in partnership with the campus and external partners.
- Responsible for day-to-day program management and execution, including human resources and maximizing quality assurance/improvement.
- Makes executive-level recommendations about personnel actions in collaboration with Fung Institute and College of Engineering leadership, including recruitments and creation of new positions.
- Establishes degree and non-degree program-based policies and practices to optimize program coordination within the Institute and beyond, ensure consistency with University policies and procedures, and to meet the unique needs of the program and its constituents.
- Manages student admissions process, including facilitation of faculty admission committees, in collaboration with the Institute's Student Services/ Affairs and Admissions staff members.
- Oversees recruitment and marketing efforts in collaboration with campus and external partners.
- Engages with prospective and current students through presentations and events, including information sessions, yield, and orientation activities.
- Serves on committees representing the programs, participating in short and long-term planning with both internal and external stakeholders and partners.
- Conducts regular tracking and analysis of student enrollments, revenues, and expenditures for the current academic term and year, and provides regular analytical reports to the Institute and College leadership. As actual results are known for the current academic term and year, revise future enrollment, revenue, and expenditure projections, if needed.
- Program Assessment and Development: Directs decision-support data collection and analysis. Assesses program effectiveness to make changes to the program's content, policies, and procedures accordingly, including but not limited to tuition, gifts and endowments, new philanthropy, corporate support, and executive education.
- Related duties as assigned.

30% Curriculum Development and Instructional Management:

- Create and manage the process for developing new courses in collaboration with campus and external partners.
- Works closely with the Institute's Academic Working Group to facilitate curriculum planning.
- Identifies faculty or lecturers to prepare and deliver courses.
- Identifies viable and cost-effective curriculum delivery, across various delivery models.
- Oversees and ensures completion of all aspects of curriculum approval, implementation, and periodic curriculum and program refreshments.

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- Manages quality assurance checks during course delivery, including TAs/GSIs and other teaching staff, and grading.
- Onboards new course instructors and teaching team members, and enforces completion of their required training.
- Collaborates with faculty and industry to define capstone projects.
- Related duties as assigned.

20% Special Projects as assigned

5% Professional Development

Required Qualifications

- Advanced knowledge of University rules and regulations, processes, protocols, and procedures for areas such as graduate-level degree administration, online education, budget, accounting, and fund management, and/ or personnel management.
- Advanced interpersonal skills and ability to work with dynamic and diverse groups of faculty, staff, students, and external partners to achieve results. Advanced multicultural competencies; Demonstrated ability to work with diverse populations.
- Excellent skills in verbal and written communication, active listening, critical thinking, persuasiveness, advising, and counseling.
- Advanced knowledge of administrative operational activities (e.g., event planning, basic fundraising processes, risk management planning, website design, accounting and payroll, and contracts and grants regulations and guidelines.
- Strong customer service and problem-solver orientation. Demonstrated ability to be flexible and adaptable to change. Advanced skills in program assessment and tracking, and working to continuously improve services, processes, and systems.
- Advanced knowledge of common University-specific computer application programs.
- Ability to use discretion and maintain confidentiality.
- Advanced skills in short- and long-term strategic planning, analysis, problem-solving, and customer service.
- Advanced knowledge of financial analysis and reporting techniques, and/or human resources policies and procedures for staff and academic employees.
- Bachelor's degree in a related area and/or equivalent experience/training.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the

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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 \$105,000 - \$125,000.

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.

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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 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

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

N/A

University of California, Berkeley

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