

Assistant Dean for Finance and Administration (0548U),  
L&S Undergraduate Studies Division - 81391  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263046>

Downloaded On: Sep. 29, 2025 2:01pm

Posted Sep. 29, 2025, set to expire Jun. 30, 2026

**Job Title** Assistant Dean for Finance and Administration  
(0548U), L&S Undergraduate Studies Division -  
81391

**Department**

**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Sep. 29, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Dean

**Academic Field(s)** Financial Planning/Budget Management  
Other Administrative Departments

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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.

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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.

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

We are seeking a capable, collaborative, and creative leader to join our team in the Letters & Science Undergraduate Studies Division. The College of Letters & Science (L&S) is the largest college on the Berkeley campus. It houses half of Berkeley's senate faculty and is home to over 23,000 students at all levels, including over 60% of all undergraduates on campus. L&S has six divisions (Arts & Humanities, Biological Sciences, Mathematical and Physical Sciences, Social Sciences, Undergraduate Studies Division and L&S Core), 38 academic departments, 57 undergraduate majors, 66 undergraduate minors, 8 masters degree programs, and 42 PhD programs.

The Undergraduate Studies Division in the College of Letters & Science focuses primarily on the educational thriving of the more than 21,000 undergraduates of the College, but also serves undergraduates across the campus. Our core mission is to support our students in feeling a sense of belonging in the College, in finding their way here, and in leaning into their own education through scholarly engagement. These aims align with Berkeley's seven principles of community, promoting open and equitable access to opportunities for learning and affirming the dignity of all individuals in our learning community. We achieve these goals by providing academic advising and support, undergraduate research opportunities, access to interdisciplinary majors, minors, and other courses, and more. The L&S Undergraduate Studies Division is organized into groups focused on Academic Engagement, Undergraduate and Interdisciplinary Studies Teaching Programs, Undergraduate Advising, and Administrative Support.

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### **Application Review Date**

The First Review Date for this job is: 10/08/2025.

### **Responsibilities**

The Assistant Dean for Administration and Finance provides strategic leadership and management of the administrative operations of the L&S Undergraduate Division and serves as its Chief Administrative Officer. The person in this role serves as a key strategic advisor and thought partner to the Executive Dean of the College, collaborating with her on strategic planning, program development, and resource allocations in support of undergraduate education and the liberal arts project. The person in this role reports to the Executive Dean of the College, works with a high degree of autonomy, has significant management responsibility, and collaborates with diverse stakeholders on projects with broad impact.

- Serve as a strategic advisor for the dean, providing counsel and expertise and cultivating and sustaining collaborative relationships with internal/external stakeholders. Anticipate and mitigate sensitive issues with ethical grounding and political acumen. Provide advice and participate in decisions that may be highly sensitive. Lead the development, planning, and implementation of high-impact initiatives and priority projects.
- Provide division-wide oversight and execute broad decision-making authority on strategic priorities and operational matters. Manage, plan and execute all administrative operations (finance, HR, IT, space planning, student services) of the L&S Undergraduate Studies Division, including campus-wide programs that extend beyond traditional departmental boundaries. In consultation with the dean, determine organizational structure, supervisory relationships, and resource and staffing priorities. Monitor strategic direction of programs.
- Represent the division to higher-level management on administrative matters including the Executive Vice Chancellor and Provost, Financial Planning and Analysis, Academic Personnel, People and Culture, Labor Relations, Vice Provost for Undergraduate Education, Vice Chancellor for Student Affairs; and serve as the division's representative on the Chief Administrative Officers group. Represent the dean and division on campus-wide bodies. Engage in campus-level service activities as appropriate.

### **Required Qualifications**

- Excellent skills to work collaboratively with diverse stakeholders and act persuasively in sensitive situations; skills in conflict management techniques.
- Strong political acumen demonstrated by the ability to successfully navigate complex networks of relationships and to work with a high level of competence and sensitivity.

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- Excellent consulting, relationship-building, problem-solving, and strategic thinking skills to effectively partner with executives on planning and execution.
- Proven sound judgment, discretion, and ethical grounding.
- Advanced analytical, project planning, change management, and implementation skills.
- Sophisticated interpersonal skills and leadership abilities to establish department goals, and motivate and influence others to achieve.
- Demonstrated success and skills in management; strong ability to assess/evaluate, coach, and mentor others.
- Excellent ability to lead cross-functionally based on establishing trust, understanding priorities and drivers, and facilitating shared vision.
- Excellent project management and change leadership skills to effectively lead highly significant engagements from inception to conclusion.
- Demonstrated ability to understand, synthesize, and interpret complex information, written material, and/or financial data, and effectively communicate results of analyses.
- Bachelor's degree in related area and/or equivalent experience/training.

### Preferred Qualifications

- Proven track record of leadership in a higher education environment.
- Advanced knowledge of and/or can quickly learn UC policies, procedure, and practices.
- Understanding of and/or can quickly learn the UC Berkeley community, structure, and stakeholders.

### 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.

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The budgeted annual salary range that the University reasonably expects to pay for this position is \$138,200.00 - \$230,000.00. The full salary range for this classification is \$138,200.00 - \$271,200.00.

- This is an exempt monthly-paid position.

### How to Apply

- To apply, please submit your resume and cover letter.

### Other Information

- This is not a visa opportunity.

### 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 Requirement:** 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](#)

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**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)

**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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