

Assistant Dean, Finance and Administration (0555U),
Biological Sciences Division 81740
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263908>

Downloaded On: Nov. 4, 2025 1:36pm

Posted Oct. 14, 2025, set to expire Jun. 30, 2026

Job Title	Assistant Dean, Finance and Administration (0555U), Biological Sciences Division 81740
Department	Biological Sciences Division
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 14, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Financial Planning/Budget Management
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Job Description

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Assistant Dean, Finance and Administration (0555U), Biological Sciences Division 81740

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

UC Berkeley's Division of Biological Sciences is one of the largest divisions on campus, with an annual budget of approximately \$195M and student enrollment of over 15,000 per semester. Its groundbreaking research generates profound shifts in our understanding of the function and behavior of living organisms. CRISPR genome engineering, immuno-oncology, telomeres and telomerase, the proto-human "Ardi," and the molecular behavior of insulin - these are examples of world-altering discoveries that originated at Berkeley. With over 150 full-time faculty in three departments, our undergraduates and graduate students learn from and work with some of the world's leading scientific minds, deciphering the interplay of living systems from the intracellular to the ecosystemic to the planetary.

The Division of Biological Sciences is home to the Department of Integrative Biology, the Department of Molecular & Cell Biology, and the Department of Neuroscience. It also houses the Innovative Genomics Institute, the Henry Wheeler Center for Emerging & Neglected Diseases, Cancer Research Lab, Electron Microscope Lab, the Immunotherapeutics & Vaccine Research Initiative, and the Physical Education Program.

Position Description

The Assistant Dean for Finance and Administration serves as the Chief Administrative Officer (CAO) and Chief of Staff for the division, and in this role will both serve as a core member of the Dean's Cabinet and a collaborative leader who can work closely with all of the Division's Departments, programs and research centers.

The Assistant Dean is responsible for the operational and budget processes in the division, and has management oversight of a workforce of approximately 75 FTE in the Dean's Immediate Office, the

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three academic departments, and Biosciences Divisional Services. The Assistant Dean is responsible for developing and executing the division's multi-year and annual budget and works with division and departmental leadership to optimize the use of available resources and develop new revenue streams to support academic and research priorities.

As Chief of Staff, the Assistant Dean provides strategic guidance and decision support to the Dean and advises on matters related to short- and long-range strategic and financial planning, resource allocations and other key budgetary decisions. In this capacity, the Assistant Dean represents the division, working directly with faculty, chairs, other deans, directors, managers, and senior campus administrators to solve complex problems and advance new initiatives.

Application Review Date

The minimum posting duration for this position is 14 calendar days. The department will initiate the application review process on/after October 24, 2025.

Responsibilities

Organizational Strategy and Executive Advising

- Coordinates the divisional leadership team to advance the dean's strategic objectives.
- Directs the development and execution of the division's multi-year and annual budget plans; establishes processes and criteria for reviewing departmental and divisional financial and administrative plans.
- Advises division and department leadership on financial and administrative policies and strategies; devises creative approaches to resource allocation and financial management to achieve programmatic objectives.
- Provides guidance to academic leadership regarding funding, new venture development, and other resource acquisitions; advises on revenue opportunities and serves as point for the development of professional degree supplemental tuition rates.
- Advises deans, chairs, directors, faculty, and staff on complex and challenging issues involving campus policies, risk, legal, research compliance, intellectual property, etc.
- Participates in leadership transition planning; acculturates new deans and chairs in college and campus policies and procedures, and prepares orientation materials for academic leadership.
- Stays current on higher education funding, research administration, and teaching to provide the dean with a broad campus perspective.

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Administration and Finance

- Determines and establishes organizational structures and supervisory relationships.
- Oversees academic departments and research centers directly and through subordinate managers and professional staff; recruits and selects senior management staff.
- Directly supervises the manager of Biosciences Divisional Services (BDS), an administrative cluster of 50+ FTE supporting finance, academic personnel, HR, IT, and receiving functions; graduate student services, undergraduate student services, and curriculum planning; and storerooms and scientific recharge facilities.
- Directly supervises the managers of the three academic departments, oversees the deployment of resources to support instruction; ensures strong management practices and supports professional development.
- Makes decisions on operational and budget processes, staff FTE, finance, human resources, and space/facilities planning.
- Manages the annual budget process for the departments and programs; monitors adherence to approved budgets, implements key financial controls across the entire division, ensures compliance, and resolves complex financial issues
- Analyzes departmental funding requests against other divisional commitments and advises the dean on key budgetary decisions (e.g., allocating campus support, aligning resources, making trade-offs to meet strategic priorities).
- Manages the dean's divisional resources across multiple funding sources and develops strategies, policies, and procedures to optimize utilization and efficiency.
- Serves as the main liaison with Berkeley Regional Services for the academic and staff HR transactions and research administration; escalates issues for resolution.
- Ensures unit managers are informed of campus initiatives, policy changes, or any other activities that may impact their units.

Campus-level Leadership and Coordination

- Serves on campus administrative committees and task forces as an academic administrative subject matter expert; influences policy formulation and implementation.
- Works with faculty, department chairs and directors, administrators, and senior campus administrators to develop solutions to complex problems.
- Works directly with campus leaders to advance the strategic objectives of the division.

Required Qualifications

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- Advanced leadership abilities to oversee multiple functions and departments through subordinate managers.
- Advanced analytical skills and ability to perform complex financial analysis and reporting.
- Advanced skills to work collaboratively and act persuasively in sensitive situations.
- Ability to build and maintain relationships with a broad range of constituents.
- Demonstrates advanced strategic thinking and consulting skills in guiding the organization toward workable strategies and solutions.
- Ability to effectively navigate campus enterprise systems (e.g. Cal Answers, CalPlanning, UCPath) and proficiency with common business applications (e.g. Microsoft Office, Google Suite).
- Advanced skills in short- and long-range planning, program and project management, facilitation and collaboration.
- Excellent interpersonal skills to effectively lead, motivate, and influence people at all levels.
- Advanced written, verbal and presentation skills for influencing and facilitating sustained change.
- Knowledge of the organizational environment of higher education and large research universities to understand client priorities, issues, motivations and constraints.
- Bachelor's degree in related area and / or equivalent experience / training

Preferred Qualifications

- Advanced knowledge of UC policies, procedures and practices, or comparable institutional knowledge.
- Proven track record of leadership in a higher education environment.
- Advanced degree in related area and / or equivalent experience / training

Salary & Benefits

This is a full-time, career position that is eligible for full 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

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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 \$176,100 - \$275,000 annually.

How to Apply

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

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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

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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