

Assistant Director of Clery Compliance (6232U), Ethics,
Risk & Compliance Svcs - 82055
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=264475>

Downloaded On: Oct. 29, 2025 9:53am

Posted Oct. 28, 2025, set to expire Jun. 30, 2026

Job Title	Assistant Director of Clery Compliance (6232U), Ethics, Risk & Compliance Svcs - 82055
Department	Clery Compliance
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 28, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Legal
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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 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

The Clery team is responsible for the Campus' compliance with The Jeanne Clery Campus Safety Act (Clery Act). The Clery Act requires all colleges and universities that participate in federal financial aid programs to disclose information about crime on and near their respective campuses.

The Clery Act is based on the premise that current and prospective students and employees are entitled to accurate, complete, and transparent disclosures about campus crime and threats to their personal safety, allowing them to make well-informed decisions about where to study, work, and live. As a campus, we wholeheartedly agree with that charge and have taken numerous steps to strengthen our compliance efforts.

Position Summary

The Assistant Director of Clery Compliance helps to provide strategic leadership in the development and enhancement of the university's Clery compliance framework. Reporting to the Director of Clery Compliance, this position assists with designing, implementing, and managing the policies, procedures, and systems that form the foundation of a robust, university-wide Clery compliance program. The Assistant Director will spearhead initiatives to streamline compliance processes, improve data management systems, and ensure that all institutional policies align with federal regulations. The ideal candidate will be a strategic thinker with a proven track record in policy development, systems implementation, and process improvement within a regulatory environment.

Application Review Date

The First Review Date for this job is: 11/06/2025.

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Responsibilities

Crime Data Analysis and Reporting

- Conduct in-depth analysis of crime statistics and disciplinary referral data to identify patterns, trends, and emerging issues related to campus safety.
- Review and classify incident reports to ensure compliance with Clery Act definitions and requirements.
- Collect, analyze, and consolidate crime and disciplinary referral data from various internal and external sources, including the university police department, local law enforcement agencies, and Campus Security Authorities (CSAs).
- Serve as one of the primary custodians for all Clery Act-related records and data.

Systems and Process Management

- Assist in designing, implementing, and managing the systems and technologies used for collecting, storing, and reporting Clery-related data.
- Help to continuously evaluate and improve the efficiency and effectiveness of all Clery compliance processes, including incident reporting, data collection, and CSA management.
- Oversee the development and maintenance of a comprehensive records management system for all Clery-related documentation.
- Help develop and implement a quality assurance program to ensure the accuracy and integrity of all Clery compliance data and reporting.
- Support the evaluation and process improvement of the timely warning and emergency notification procedures for the campus.

Compliance and Policy Management

- Assist in the preparation and review of the Annual Security and Fire Safety Report (ASFSR), with a focus on policy statements and procedural disclosures.
- Contribute to the development and revision of university policies and procedures to ensure ongoing compliance with the Clery Act.
- Stay current on all changes to the Clery Act and other applicable regulations, and provide guidance to campus stakeholders.

Training and Outreach

- Identify Campus Security Authorities (CSAs) and maintain an updated list.
- Develop and deliver training programs on Clery compliance policies and procedures for a wide

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range of campus stakeholders, including Campus Security Authorities (CSAs).

- Serve as a subject matter expert on Clery Act compliance, providing information and guidance to various campus departments and community members.

Geography and Map

- Coordinates with campus and UCOP partners to develop Clery classification procedures for all buildings and properties owned and/or leased by the institution.
- Develops and maintains a campus Clery map.
- Conducts an annual review to ensure continued compliance.

Professional Development and Other Duties as Assigned

- Participate in conferences, seminars, and other training to stay abreast of Clery Act regulations and evolving interpretations.
- Engage in various professional self-development activities. Participate in UC Systemwide Clery meetings and activities.
- Continually seek best practices in higher education compliance operations to enhance the compliance functions of the university.
- Other duties as assigned.

Required Qualifications

- A minimum of 5-7 years of progressively responsible experience in a compliance, legal, risk management, or related role.
- Excellent written and verbal communication skills, with the ability to translate complex data into clear and actionable insights for a non-technical audience.
- High level of integrity and the ability to handle confidential and sensitive information with discretion.
- Demonstrated experience in designing, writing, and implementing institutional policies and procedures.
- Proven ability to analyze complex processes and systems, identify opportunities for improvement, and lead change management initiatives.
- Exceptional analytical, problem-solving, and project management skills.
- Bachelor's degree in a related field such as Criminology, Statistics, Public Policy, Higher Education Administration, or Public Administration and/or equivalent experience/training.

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Preferred Qualifications

- Advanced analytical, quantitative, and problem-solving skills, with demonstrated experience in data interpretation and visualization.
- Proficiency in using data analysis tools and software (e.g., advanced Excel functions, SPSS, R, Tableau, or similar).
- Master's degree or Juris Doctor (JD) and/or equivalent experience/training.
- Direct experience with crime analysis, predictive modeling, or statistical analysis in a law enforcement or campus safety environment.
- Certified Clery Compliance Officer or similar professional certification.
- Experience with relational databases.
- Expert-level knowledge of the Jeanne Clery Act, Violence Against Women Act (VAWA) amendments, Title IX, and related federal regulations.
- Experience in developing and delivering training programs.
- 3 years of experience directly focused on Clery Act compliance in a higher education setting.

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.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$100,000.00 - \$130,000.00.

- This is an exempt monthly-paid position.

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How to Apply

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

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 100% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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

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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