

**CED Assistant Dean, Finance & Administration (0548) Job
82364 - College of Environmental Design (CED)
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=268133>

Downloaded On: Nov. 11, 2025 1:42pm

Posted Nov. 11, 2025, set to expire Jun. 30, 2026

Job Title	CED Assistant Dean, Finance & Administration (0548) Job 82364 - College of Environmental Design (CED)
Department	College of Environmental Design
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 11, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Financial Planning/Budget Management Administration - General
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Job Description

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Design (CED)**

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

The College of Environmental Design (CED) is a diverse instructional and research design environment with multifaceted academic units: three academic departments (Architecture, City & Regional Planning, and Landscape Architecture & Environmental Planning) and one academic/research unit (Institute of Urban & Regional Development), which houses 3 degree programs and oversees multidisciplinary research within the college. CED has approximately 50 senate faculty, 1200 undergraduate and graduate students, and approximately 80 total staff. In addition to the academic activities, CED is home to research centers, fabrication services, studios, AV and computer labs, and general use classrooms, as well as a cafe, library, and archives.

The Assistant Dean for Finance and Administration serves as the Chief Administrative Officer (CAO) and Chief of Staff for the College of Environmental Design (CED) and its four academic units, providing strategic leadership and operational oversight for all administrative functions, including finance, human resources, facilities, academic operations, student and academic services, IT and external relations, and ensures alignment with both academic priorities and university-wide goals. The Assistant Dean also acts as the College's Divisional Finance Leader (DFL) and represents the Dean's Office in high-level campus and systemwide planning and decision-making. The Assistant Dean plays a central role in long-term strategic planning, organizational effectiveness, and campus representation, while acting as a trusted advisor and implementation partner to the Dean and senior leadership. This role combines high-level strategic planning, policy development, operational execution, and consultative advising to academic and administrative leadership.

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Application Review Date

The First Review Date for this job is: 11/20/25 - Open until filled

Responsibilities

40% Administrative and Operational Leadership:

- Serves as the Chief of Staff to the Dean and principal administrative strategist to Department Chairs and senior leadership. This role advises on all college operations, and leads all core day-to-day business functions through subordinate managers and across all departments and units, including Human Resources and Academic Personnel, Finance & Budget, Student & Instructional Services, Facilities/Space, Infrastructure & Information Technology, Communications/Development & External Relations, and general administrative support
- Develops, directs, and implements college-wide policies, procedures, and operational guidelines across all departments to support faculty, students, and affiliates (e.g., Terner Center, Blake Garden), ensuring operational efficiency and regulatory compliance while leveraging administrative systems for effective planning and decision-making.
- As Chief of Staff, supports college-wide community building through various staff-focused programs, aligning teams and advancing cross-team collaboration.
- Manages sensitive and high-stakes issues requiring diplomacy, strategic negotiation, and intra-college and cross-campus collaboration.
- Provides consultation on academic and curricular matters and instructional support as they relate to college operations, staffing, instructional support, and space planning. This includes teaching studios, research labs, and fabrication spaces.
- Determines organizational structure and supervisorial relationships across CED departments and administrative units; aligns staffing and reporting structures with institutional priorities.
- Ensures administrative continuity across departments through guidance, communication, and change management leadership.

40% Financial and Budgetary Management/Oversight:

- Serves as Divisional Finance Leader (DFL) and chief budget officer for the College, responsible for overall fiscal integrity and stewardship of financial resources.
- Develops, implements, and manages the College's complex annual budget (~\$42M+), including multi-year forecasting, scenario planning & financial modeling, resource planning & allocation, and financial reporting trend analysis.

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- Conducts in-depth financial and trend analysis to inform short- and long-term planning, identify underutilized resources, and recommend cost control measures.
- Oversees financial oversight for temporary academic support (TAS), enrollment-based revenue, gift funds, research support, and revenue-generating programs (e.g., summer programs, Self-Supporting Graduate Professional Degree Programs [SSGPDP]).
- Coordinates with campus-level financial leadership, including the Office of the Vice Chancellor for Finance and the Budget Office, to ensure compliance with all university fiscal policies, including capital financing, recharge proposals, TAS distribution, and compliance.
- Designs and implements budget strategies aligned with enrollment trends, academic programs, auxiliary revenues, gift funds, research activity, and temporary academic support (TAS).

10% Executive Advising, Strategic Planning & Special Projects:

- Serves as a strategic advisor and thought partner to the Dean and senior administrators, helping to set and execute long-term goals and initiatives.
- Drives long-range strategic planning and leads the development and implementation of key initiatives, including financial reform, academic expansion, and organizational change.
- Leads and contributes to high-impact, cross-functional projects, such as capital planning, enrollment growth, and academic program expansion.
- Authors and presents high-impact analyses, reports, and strategic recommendations to inform leadership decisions on resource allocation, faculty staffing (FTE planning), and space planning.
- Coordinates with faculty committees and academic units to ensure operations are aligned with strategic academic and research goals.
- Works with development staff and campus advancement to support fundraising initiatives tied to strategic and capital planning goals.

10% Campus Collaboration and Representation:

- Represents the College on high-level campus and systemwide committees, including the Provost's Associate Council (CAO group), the Divisional Finance Leader (DFL) group, and capital planning task forces.
- Serves as the College's liaison to key administrative partners across campus, including People & Culture, ERSO, Budget Office, Financial Planning & Analysis, Academic Personnel, and Employee & Labor Relations.
- Engages regularly with leadership in other colleges, research centers, and administrative units to foster alignment with university-wide goals.

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- Participates in systemwide discussions on IT funding, budget model evolution, administrative streamlining, and strategic planning.

Required Qualifications

- Advanced knowledge of and ability to apply/interpret system-wide, campus, and college policies and procedures.
- Excellent project management skills, including the capability of managing capital projects.
- Excellent skills to work collaboratively and act persuasively in sensitive situations; skills in conflict management techniques.
- Thorough knowledge of financial analysis and reporting techniques; human resources and risk management planning; accounting and payroll.
- Excellent interpersonal skills to effectively lead, motivate, and influence others, and develop and maintain high standards of customer service.
- Thorough knowledge of common campus-specific and other computer application programs.
- Very strong ability to quickly evaluate complex issues and identify multiple options for resolution, including the development of creative solutions, which may have no precedent.
- Analytical and technical skills to manage and evaluate data.
- Ability to make sound decisions regarding hiring, evaluating, and developing employees.
- Outstanding leadership skills; ability to model a positive influence, emphasizing team-building and consensus-building in the workplace.
- Excellent critical thinking and strategic management skills; proven ability to synthesize large amounts of complex, qualitative information, formulate and articulate far-reaching policy and procedural recommendations, and produce quality, professional work.
- 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 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,

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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 \$171,000 - \$230,000.

Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

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.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

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.

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"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

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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