

Assistant Vice Chancellor and Chief of Staff (0555U),
Finance Immediate Office - 82545
University of California, Berkeley

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Posted Nov. 17, 2025, set to expire Jun. 30, 2026

Job Title	Assistant Vice Chancellor and Chief of Staff (0555U), Finance Immediate Office - 82545
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 17, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Vice-(President/Provost/Chancellor)
Academic Field(s)	Financial Planning/Budget Management University Administration
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Job Description

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Assistant Vice Chancellor and Chief of Staff (0555U), Finance Immediate Office - 82545

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

The immediate office supports the Vice Chancellor, directs internal processes, and leads strategic projects for the division. The team oversees the VC Finance division in the areas of human resources, administration, strategic planning, financial engagement, training, and communications.

Position Summary

Involves providing strategic guidance, advising and decision making on behalf of an executive (generally defined as Chancellor, Vice Chancellor, or Vice Provost), relative to strategic academic and resource planning, short and long-range policy development, communications and high-level analyses of new program development. In addition to executive advising, may also manage an independent program and / or professional staff engaged in a range of administrative functions.

Application Review Date

The First Review Date for this job is: November 28, 2025

Responsibilities

Represent and Advise the Vice Chancellor for Finance and Chief Financial Officer (VC-CFO):

- Represents the VC-CFO with authority to make decisions on high-level task forces and long- and short-range strategic planning groups.

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- Participates with executives in short and long-term strategic planning with campus-wide impact.
- Negotiates directly to achieve solutions with high-level stakeholders such as faculty, senate committee chairs, senior administrators, other UC locations, Office of the President, public agencies, and the community to develop solutions to complex Campus problems; provides briefings on current and emerging issues.
- Steers and coordinates the implementation of long and short-term strategic and operational plans.
- Provides campus-wide influence on identifying and framing systemic issues, as well as formulating and advancing approaches to address them.
- Identifies or negotiates between control units for resources (example: reorganizations, start-ups of large scope units, or administrative models).
- Draws on familiarity with campus systems and processes, and uses business analysis skills to assess complex and critical projects of significance.
- Demonstrates political acumen to collaborate with internal and external constituents.

Provides strategic leadership:

- Working in close collaboration with VC-CFO to develop department's strategic plan and annual goals and tactics.
- Provides strategic oversight for the development of the annual budget; determines expense priorities, recommends and implements changes to methods, unit planning, staffing, programs, and other financial activities.
- Provides framework for policy and administrative change, is involved with change management, and develops strategies to remove barriers to goal achievement.
- Stays well-informed and keeps abreast of higher education's current and emerging issues in order to provide the VC-CFO broad perspective across the campus.
- Ensures schedules and plans are established, parties are informed and prepared, and any barriers (such as resource allocation, training, staffing, et cetera) are brought to the attention of the appropriate group for resolution.

Oversees the immediate office and builds division culture:

- Participates in organizational design, team development, and employee on-boarding and off-boarding.
- Leads divisional engagement, including team building, department culture, team effectiveness, growth, and development.
- Acculturates new leaders in campus strategic plan and Regental protocols, overall operations within areas of responsibility, and initiative and program planning and management.
- Leads department communications strategy. Aligns department strategy with broader campus

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communications priorities and strategic plan. Oversees the business operations and communications director, providing leadership and oversight in these critical functions.

- Approves or provides recommendations for recruitments, salary, stipends, equity, and merit requests for the entire division.

Directs, analyzes, and prepares recommendations for resource plans and summaries of industry trends and broad range of issues having a critical, campus-wide impact.

- Independently performs complex research and studies for both internal department and external campus constituents.

Required Qualifications

- Expert knowledge of campus processes, protocols, and procedures.
- Basic understanding of employment laws and UC Berkeley's employee policies.
- Working knowledge of organization and system-wide organizational reporting structure, as well as an understanding of the interactive roles of management throughout the organization.
- Demonstrates advanced strategic thinking and consulting skills in guiding the organization toward workable strategies and solutions.
- Knowledge of the organizational environment of higher education and large research universities to understand client priorities, issues, motivations and constraints.
- Advanced consulting, relationship building, and strategic thinking skills.
- Advanced analytical, problem-solving, project planning and implementation skills.
- Knowledge of the legal constraints and opportunities for higher education and through Federal programs and regulations.
- Skills to effectively lead highly significant engagements from inception to conclusion.
- Highly skilled in navigating complex organizations.
- Advanced written, verbal, and presentation skills for influencing and facilitating sustained change.
- Impeccable managerial and interpersonal skills to set goals and manage accountability.
- Proven track record of effectively interacting with senior management and at least two to three years of supervisory experience to effectively coach/mentor staff.
- Effective, versatile and goal/action-oriented.
- Excellent communication skills and the ability to mitigate conflict and reach conflict resolution.
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- Bachelor's degree in related area and/or equivalent experience/training.
- Applicants must be a current employee of the University of California to be eligible for this position.

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Preferred Qualifications

- Knowledge of the legal constraints and opportunities for higher education in the State of California and through Federal programs and regulations.
- Advanced degree in 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, 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 \$225,000.00 - \$315,000.00.

- 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

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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](#)

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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