

Assistant Vice Provost & Chief of Staff, Graduate Studies  
(5955U), Graduate Division Operations - 61977  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=226277>

Downloaded On: May. 9, 2024 7:30am

Posted Nov. 27, 2023, set to expire Jun. 30, 2024

**Job Title** Assistant Vice Provost & Chief of Staff, Graduate Studies (5955U), Graduate Division Operations - 61977

**Department**

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

**Date Posted** Nov. 27, 2023

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate Vice-(Provost/Chancellor)

**Academic Field(s)** Graduate Education

**Apply Online Here** <https://apptrkr.com/4815479>

**Apply By Email**

**Job Description**

Image not found or type unknown



**Assistant Vice Provost & Chief of Staff, Graduate Studies (5955U), Graduate Division Operations - 61977**

**About Berkeley**

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

Assistant Vice Provost & Chief of Staff, Graduate Studies  
(5955U), Graduate Division Operations - 61977  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=226277>

Downloaded On: May. 9, 2024 7:30am

Posted Nov. 27, 2023, set to expire Jun. 30, 2024

Assistant Vice Provost & Chief of Staff, Graduate Studies  
(5955U), Graduate Division Operations - 61977  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=226277>

Downloaded On: May. 9, 2024 7:30am

Posted Nov. 27, 2023, set to expire Jun. 30, 2024

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and 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 staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](https://grow.berkeley.edu).

## Departmental Overview

As a central service center for the entire campus, the Graduate Division works to guide and assist students from the moment of admission, through the various milestones of their progress, to the completion of their degree requirements. We provide academic, personal, and professional support services that are vital to the everyday well-being and life-long successes of Berkeley master's, professional, and doctoral students.

## Application Review Date

The First Review Date for this job is: December 6, 2023

## Responsibilities

Executive Advising:

Assistant Vice Provost & Chief of Staff, Graduate Studies  
(5955U), Graduate Division Operations - 61977  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=226277>

Downloaded On: May. 9, 2024 7:30am

Posted Nov. 27, 2023, set to expire Jun. 30, 2024

- Provide timely and appropriate executive advising and support for the VP-GS across the range of her responsibilities.
- Triage issues on VP-GS behalf, negotiating solutions to complex problems, and handling confidential and sensitive issues.
- Provide VP-GS with timely and balanced views of current and emerging issues/problems and suggest options for dealing with them.
- Interact with senior leadership on advancing the VP-GS' goals and objectives.
- Coordinate meetings and briefings with campus stakeholders and the VP-GS, participating as appropriate, and managing follow-up.
- Oversee a strategic calendaring process, in close collaboration with the VP-GS' executive assistant, to ensure sufficient attention is directed to key strategic priorities and key constituencies, both within and outside the university.
- Ensure that the VP-GS is well informed and briefed in advance of their meetings and other engagements.
- Develop and/or review items for the VP-GS' signature; formulating recommendations and presenting options, and drafting responses.
- Provide leadership and mentoring in creating an atmosphere of excellence and teamwork among all staff within the Graduate Division, as well as with staff in other campus units.
- Represent the VP-GS in campus meetings, on standing and ad-hoc committees, and in external meetings as needed.

Management of the Office of the Vice Provost and Graduate Division:

- Provide executive coordination to the strategic communications, business and analysis functions within the Office of the Graduate Division.
- Provide strategic oversight of the VP-GS's immediate office, including overseeing HR, Financial Services and Graduate Division facilities.
- Set meetings and agendas for the Graduate Division supervisors meetings.
- Provide strategic guidance to Graduate Division leadership by sharing information relevant to Graduate Division's work and leveraging expertise within the Division to ensure coordinated and robust response to graduate education needs.
- Provides leadership toward building and maintaining atmosphere of cooperation and teamwork across all units within the Graduate Division.
- Partner with VP-GS in determining expense priorities, recommending and implementing changes to staffing, programming and other financial activities.
- Provide oversight and coordination support to the Chief Administrative Officer (CAO) to ensure that all administrative functions of the unit from HR to finance are functioning efficiently and

Assistant Vice Provost & Chief of Staff, Graduate Studies  
(5955U), Graduate Division Operations - 61977  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=226277>

Downloaded On: May. 9, 2024 7:30am

Posted Nov. 27, 2023, set to expire Jun. 30, 2024

effectively.

- Meet regularly with Events and Facilities Manager to ensure all Graduate Division events go well and the facilities that the GD uses are functional and supportive of the needs of the GD staff.
- Supervise a team of unit directors, leaders and specialists.
- With direct reporting lines, works directly to ensure efforts are aligned with the Division's strategic priorities. These units include: Communications, Development, Digital Education, Finance, Funding and Analysis, Events and Facilities.
- Provide creative and strategic thought partnership to unit director, leaders and specialists.
- Work to define goals that lead to supporting divisional priorities.
- Problem-solve with the unit directors on crisis issues as they arise.
- Foster connections and collaboration with these internal units and other campus networks (ex: Division of Equity and Inclusion, Division of Student Affairs, academic programs, University Development and Alumni Relations, etc.).
- Support senior managers with controversial situations, negotiations, or influencing and persuading others.
- Stay well-informed and keep abreast of higher education current and emerging issues.

## Required Qualifications

- Substantial years of first-hand experience as a senior administrator or in support of senior administrators at a college or university.
- Demonstrated skills in the principles and practices of effective management including: team leadership; collaborative leadership; change management; continuous quality improvement initiatives; delegation; implementation; establishing goals, objectives and standards; supervision; evaluation of programs and of individual performance.
- Thorough knowledge of the organizational environment of higher education and large research universities to understand client priorities, issues, motivations and constraints.
- Thorough knowledge of and/or ability to learn campus processes, protocols and procedures.
- Excellent consulting, relationship building, and strategic thinking skills.
- Excellent ability to establish mission and goals at the macro-level; to lead subordinate management to develop goals in alignment with mission.
- Excellent political acumen.
- Sophisticated leadership abilities to establish department goals, and motivate and influence others to achieve.
- General knowledge of financial analysis and reporting techniques; human resources and risk management planning; accounting and payroll.
- Advanced analytical, problem-solving, and project planning skills.

Assistant Vice Provost & Chief of Staff, Graduate Studies  
(5955U), Graduate Division Operations - 61977  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=226277>

Downloaded On: May. 9, 2024 7:30am

Posted Nov. 27, 2023, set to expire Jun. 30, 2024

- Highly skilled in navigating complex organizations.
- Advanced written, verbal and presentation skills for influencing and facilitating sustained change.
- Highly developed diplomacy, influential and interpersonal skills to work effectively across the organization at all levels.
- Thorough knowledge of the legal constraints and opportunities for diversity efforts in higher education in the State of California and through Federal programs and regulations.

**Education/Training:**

- Bachelor's Degree and significant leadership and management experience in large complex institutional environments and/or equivalent experience/training.

**Preferred Qualifications**

- Master's Degree 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 salary or hourly range that the University reasonably expects to pay for this position is \$180,000.00 - \$200,000.00.

- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.
- This is a hybrid position, eligible for up to 40% remote capability.

Assistant Vice Provost & Chief of Staff, Graduate Studies  
(5955U), Graduate Division Operations - 61977  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=226277>

Downloaded On: May. 9, 2024 7:30am

Posted Nov. 27, 2023, set to expire Jun. 30, 2024

## **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.

## **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.

## **Diversity Statement**

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

## **Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the

Assistant Vice Provost & Chief of Staff, Graduate Studies  
(5955U), Graduate Division Operations - 61977  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=226277>

Downloaded On: May. 9, 2024 7:30am

Posted Nov. 27, 2023, set to expire Jun. 30, 2024

University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

### 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

,