

Associate Dean for Student Engagement (0320U), Dean
of Student Centers - 66955
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234007>

Downloaded On: May. 16, 2024 7:04am

Posted Apr. 3, 2024, set to expire Jun. 30, 2024

Job Title Associate Dean for Student Engagement (0320U),
Dean of Student Centers - 66955

Department

Institution University of California, Berkeley
Berkeley, California

Date Posted Apr. 3, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Dean

Academic Field(s) Student Affairs

Apply Online Here <https://apptrkr.com/5148606>

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Job Description

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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.

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

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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.

Departmental Overview

The Office of the Associate Vice Chancellor & Dean of Students in Student Affairs (AVC/DOS) is dedicated to creating an inclusive environment that helps all students reach their educational, aspirational, and personal goals. Reporting to the AVC/DOS, the Associate Dean of Student Engagement is a student affairs leader and experienced manager committed to making a positive impact on the lives of students by providing leadership, vision, and a strategy for student life, leadership, and involvement. Joining the Dean of Students senior leadership team, the incumbent is dedicated to student development and success that centers equity and justice. The Associate Dean provides management, supervision, and support to staff while working with motivated and high achieving students.

The Associate Dean serves as a subject matter expert in the areas of student life and engagement, student involvement and leadership, and student transitions. The Associate Dean works with a high degree of diplomacy, cultural humility, and political acumen when supervising staff and engaging with students, campus partners, community members, and other constituents. The Associate Dean also

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serves a key role in responding to student rallies, demonstrations, and protests. The role will also support initiatives, programs, and projects that serve the broader Dean of Students portfolio and Student Affairs division. The position will engage in a range of complex issues related to student life including crises, communications, and policy analysis, development, and implementation. The position serves as back up to the Associate and Assistant Vice Chancellors of Student Affairs as needed and may represent them at systemwide and university events/meetings and committees.

The Associate Dean of Student Engagement is responsible for leading a portfolio of campus departments and programs that facilitates student involvement and leadership development opportunities. The incumbent will directly supervise the following units: Berkeley Student Leadership programs, *bridges* Multicultural Resource Center, New Student Services, Organization Advising & Student Involvement Services (OASIS), and Queer Alliance & Resource Center (QARC). The student engagement cluster serves a critical role in providing advising and programmatic support to many student communities. This cluster promotes a student-centered learning environment by empowering students to pursue their co-curricular interests, to cultivate their leadership skills, and to develop holistically. As student affairs practitioners and scholars, the student engagement team works with diverse communities of students, staff, faculty, and other stakeholders to enhance the overall student experience and educational environment of UC Berkeley.

With high student engagement, this position is a critical member of the AVC & Dean of Students senior leadership team and integral to cultivating student engagement and leadership development on campus. This position advocates for student community needs to campus partners, administration and community stakeholders, frequently engaging in high level problem-solving and analysis for unique issues that have no precedent or process. This position also serves on high level campus wide and departmental committees and task forces, representing both department and student interests.

Application Review Date

The First Review Date for this job is: April 15, 2024

Responsibilities

Leadership, Supervision, and Personnel Management:

- Oversee a large team of student-centered staff with various levels, including an assistant dean of students and several directors, program directors, associate directors, assistant directors, coordinators, graduate assistants, and undergraduate staff.
- Ensure that all staff know and understand applicable policies and procedures as they relate to

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their position.

- Promote and support individual and team staff development.
- Design, implement, and facilitate training, leadership, customer service, and personal development retreats and workshops for professional and student staff.
- Hire, train, supervise, and evaluate the team based on University standards, timelines, and procedures.
- Provide direct supervision for the directors/program directors of the following units: Berkeley Student Leadership programs, *bridges* Recruitment & Retention Centers, New Student Services, Organization Advising & Student Involvement Services (OASIS), and Queer Alliance & Resource Center (QARC).

Student Advocacy and Support:

- Advocate for the current needs of students with campus departments, administration and community stakeholders.
- Recommend and establish changes to policies, practices, and procedures that impact the co-curricular student experience through collaborative efforts with students, staff, faculty, and administration.
- Serve as a university liaison among students, campus departments, and administration in both routine operations and highly sensitive matters.

Student Engagement and Advising:

- Oversee advising services for all student group leaders, grounded in student development and leadership theory, including activism support.
- Utilize established leadership competencies to regularly assess impact of programs and services and make necessary modifications to align with the vision of student-centered advising and support.
- Provide leadership development programs for individual students and student groups.
- Collaborate with campus and community stakeholders to design services that meet the needs of underrepresented student communities.

Policy Articulation:

- Provide information on campus regulations and use of campus facilities to students, student groups, and campus community members.

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- Encourage compliance when appropriate, communicate consequences for non-compliance, and identify alternatives if possible.
- Recommend adjustments to policy or propose new policies as needed.

Fiscal Management & Administration:

- Oversee the student engagement cluster's operational and personnel expenses within established budgets for each fiscal year.
- Ensure resources are used efficiently and effectively, administrative tasks are handled appropriately, and monthly/annual reports are compiled and submitted on time.
- Contribute to portfolio and division wide strategic planning and report writing; advance cluster's vision to stakeholders and constituents.

Collaboration and Professional Development:

- Serve on department, division, and system wide committees.
- Keep abreast of current literature and trends in the student affairs and student engagement fields.
- Attend pertinent conferences and meetings; present information to staff for shared development.
- Look for opportunities to become involved in related national and professional associations.

Other Duties as Assigned:

- Involvement in programs, projects, initiatives, and tasks specific to unique circumstances which are unplanned and/or unexpected.

Required Qualifications

- High level fluency and competencies related to equity, inclusion, belonging, and justice.
- Ability to foster an equitable and inclusive environment and challenging organizational policies and practices that may be exclusionary.
- Advanced knowledge of supervising, coaching, advising and counseling techniques, dialogue facilitation, and conflict mediation.
- Demonstrated ability to perform these duties at a complex level.
- Experience managing, supervising, and leading a diverse team of professional staff.
- Effective and persuasive communication skills for a variety of audiences and situations.

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- Skills in monitoring/assessing people, processes, and services to make improvements
- Skills in project management, social perceptiveness to be aware of others' reactions and understanding why they react as they do.
- Experience with crisis and protest management.
- Demonstrated ability to build working relationships with, and prioritize the competing demands of, students, staff, faculty, administration, and community stakeholders.
- Ability to identify problems, reason, and develop original ideas to solutions within a fast paced and politically charged environment.
- Excellent proven written and oral communication skills.
- Administrative, organizational, budgetary, and multi-tasking skills.
- Working knowledge of and/or ability to learn University and departmental principles and procedures involved in risk management and evaluating risks as to likelihood and consequences.
- Working knowledge of and/or ability to learn University policies, processes, and procedures.
- Thorough knowledge of student development and leadership theory.
- Working knowledge of standard office machines and technology, and University-specific computer application programs.

Education/Training:

- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Master's degree in related area and 5-7 years of full-time professional experience in student affairs/higher education with increasing responsibilities and supervisory oversight 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

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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 \$132,000.00 - \$142,000.00.

- 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.

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

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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.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

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

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