

Associate Director (4575U)  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=133930>

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Posted Nov. 22, 2019, set to expire Mar. 20, 2020

<b>Job Title</b>	Associate Director (4575U)
<b>Department</b>	Haas School of Business
<b>Institution</b>	University of California Berkeley Berkeley, California
<b>Date Posted</b>	Nov. 22, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Business - General
<b>Apply Online Here</b>	<a href="https://apptrkr.com/1719142">https://apptrkr.com/1719142</a>

**Apply By Email**

**Job Description**

Associate Director (4575U), Haas School of Business  
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 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

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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 [\[url=https://apptrkr.com/get\\_redirect.php?id=1719142&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1719142&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get\\_redirect.php?id=1719142&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=1719142&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get\\_redirect.php?id=1719142&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1719142&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)our Strategic Plan.

#### Application Review Date

The First Review Date for this job is: December 4, 2019

#### Departmental Overview

UC Berkeley's Haas School of Business offers a unique opportunity to champion new ideas, collaborate across boundaries, and continually learn in a workplace committed to increasing diversity and creating a welcoming environment for all.

Our distinctive culture is captured within our four Defining Leadership Principles: Question the Status Quo, Confidence Without Attitude, Students Always, and Beyond Yourself. These principles distinguish Berkeley Haas as a unique environment, conducive to teamwork, collaboration, and career growth.

For more information about the Haas School of Business visit:

[\[url=https://apptrkr.com/get\\_redirect.php?id=1719142&targetURL=https://haas.berkeley.edu/about/\]](https://apptrkr.com/get_redirect.php?id=1719142&targetURL=https://haas.berkeley.edu/about/)<https://haas.berkeley.edu/about/>

#### Responsibilities

Applying professional Student Services concepts, provides the full range of student services to student

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population served by the organization.

Provide Student Services within the EWMBA Program, including:

- \* Communicate regularly with students regarding program updates, events, scheduling and other matters of importance.
- \* Respond to inquiries from students, internal Haas clients and other campus offices regarding billing, registration, program requirements, and other requests for assistance.
- \* Executes strategic initiatives and ideas designed to enhance the student experience, both inside and outside of the classroom.
- \* Serves as advisor and mentor to student leadership officers.
- \* Actively engages with students and participates in student activities.
- \* Maintains comprehensive understanding of University and School policies.

Events:

- \* Plans and implements complex, high-visibility student events, such as commencements.

Academic Advising:

- \* Advises faculty on departmental/school/college and university policies and procedures; reviews students' progress and advises students and faculty on requirements for degree/program completion; identifies students with progression problems and recommends interventions; devises curriculum planning in collaboration with chair/dean and faculty, and with other departments.

Academic Planning and Support within the EWMBA Program, including:

- \* Management of student enrollment through the Online Registrar system, including bidding and waitlist process.
- \* Participates in planning academic curriculum in collaboration with Director of Academics to ensure students' progress through course sequences, avoid conflicts, and ensure compliance with campus-wide policies

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- \* Determines course scheduling needs for student progression to graduation.
- \* Monitors class and student interest as well as enrollments to most efficiently use resources.
- \* Supports faculty in all aspects of curriculum delivery.
- \* Work with faculty to order/coordinate delivery of books and course packets/readers for classes.
- \* Respond to inquiries from faculty and GSIs regarding course information, updates, scheduling, evaluations and other matters of importance
- \* Assists in selection of faculty for courses.
- \* Serves as advisor and mentor to student academic committees.
- \* Serves as point person for all relations with Office of Registrar, Billing & Payment Services, Summer Sessions, and Graduate Division.
- \* Manage the process of acquiring course titles and information and working with vendors to order course materials and textbooks.

Course Scheduling:

- \* Devises curriculum planning in collaboration with chair/dean and faculty, and with other departments, to ensure students' progress through course sequences, avoiding conflicts, and ensuring compliance with campus-wide policies.
- \* Plans, designs, and provides workshops for students, such as information about the campus, or academic strategies and enrichment programs.

Provide Academic Advising for EWMBA students, including:

- \* Advice and assistance to students on academic and degree progress.
- \* Assist students with alternative academic options, resolving scheduling conflicts, and other similar issues.
- \* Provide information to students and faculty regarding campus policies and procedures on student conduct.
- \* Regularly meet with students to provide advice and assistance on all aspects of their academic experience, including progression and requirement matters for the department.
- \* Evaluate and advise students regarding petitions for exceptions to program, school and/or Graduate Division requirements.
- \* Identify students with GPA or progress problems; advise students, and recommend appropriate courses of action by program (e.g., academic probation, dismissal).

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- \* Determine barriers, distractions, and complications affecting a student's academic success and helps students recognize these key non-academic issues.
- \* Make appropriate referrals for additional counseling and/or assistance from other units.

Student Conduct:

- \* Responsible for interpreting campus policies and advising students and faculty on student conduct, student grievances, disputes, and issues regarding discrimination.

Career Development:

- \* Work on special programs as assigned.
- \* Attend classes and conferences which will enhance expertise in job areas.
- \* Serve on departmental and campus-wide committees as appropriate.
- \* Participate in activities that enhance the campus community and/or larger community to further University service.
- \* Maintain knowledge of EWMBA Program Office business processes in order to provide back up to other support staff in the EWMBA Program Office.

Required Qualifications

- \* Working knowledge of advising and counseling techniques.
- \* Knowledge of or ability to develop knowledge of University-specific computer application programs and knowledge of University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- \* Flexibility to work evenings and weekends when class is in session and for special events such as Graduation and Orientation. (Evening = 1 day a week, Mon-Thurs till 8:15pm, based on team preferences. Weekends = 5-6 Saturdays a semester, based on a 20-week semester)
- \* Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.

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- \* Ability in problem identification, reasoning.
- \* Ability to develop original ideas to solve problems.
- \* Interpersonal skills.
- \* Multicultural competencies; ability to work with diverse populations.
- \* Excellent written and verbal communication skills
- \* Strong organizational, problem solving, and project management skills.
- \* Flexibility and initiative in seeking service improvements and procedural efficiency.
- \* Ability to work with objectivity and discretion in relating to students, faculty and staff.
- \* Demonstrated experience in understanding and promoting diversity, equity, and inclusion within the team and across the organization

Education/Training:

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

Preferred Qualifications

- \* Experience in higher education student services or admissions and/or relevant corporate experience (e.g., marketing, operations, recruiting) preferred.
- \* Experience working in education at the graduate level and/or experience working with professional, executive clientele preferred.
- \* Familiarity with MBA programs/students preferred.
- \* MBA or Masters in related field, preferred.

Salary & Benefits

This is an exempt, monthly paid position. Annual salary is commensurate with experience up to \$75,500.00.

For information on the comprehensive benefits package offered by the University visit:

[url=[https://apptrkr.com/get\\_redirect.php?id=1719142&targetURL=http://ucnet.universityofcalifornia.edu/compr](https://apptrkr.com/get_redirect.php?id=1719142&targetURL=http://ucnet.universityofcalifornia.edu/compr)

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and-benefits/index.html]http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

### How to Apply

Please submit your cover letter and resume as a single attachment when applying.

### 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.

### 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 see:

[url=https://apptrkr.com/get\_redirect.php?id=1719142&targetURL=http://www.eeoc.gov/employers/upload/pos

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

[url=https://apptrkr.com/get\_redirect.php?id=1719142&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1719142]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

N/A



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