

Student Academic Specialist (4551U), Haas School of  
Business  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=134174>

Downloaded On: Jan. 24, 2020 12:28am

Posted Nov. 27, 2019, set to expire Mar. 25, 2020

|                             |   |
|-----------------------------|---|
| <b>Job Title</b>            | Student Academic Specialist (4551U), Haas School of Business          |
| <b>Department</b>           | Haas School of Business   |
| <b>Institution</b>          | University of California Berkeley<br>Berkeley, California             |
| <b>Date Posted</b>          | Nov. 27, 2019   |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Professional Staff  |
| <b>Academic Field(s)</b>    | Business - General  |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/1724614">https://apptrkr.com/1724614</a> |

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**Job Description**

Student Academic Specialist (4551U), 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

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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 [\[url=https://apptrkr.com/get\\_redirect.php?id=1724614&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1724614&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get\\_redirect.php?id=1724614&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=1724614&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get\\_redirect.php?id=1724614&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1724614&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)our Strategic Plan.

#### Application Review Date

The First Review Date for this job is: December 14, 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:

[\[url=https://apptrkr.com/get\\_redirect.php?id=1724614&targetURL=https://haas.berkeley.edu/about/\]](https://apptrkr.com/get_redirect.php?id=1724614&targetURL=https://haas.berkeley.edu/about/)<https://haas.berkeley.edu/about/>

#### Responsibilities

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- \* Utilizing specialized expertise, works collaboratively with key faculty and staff to develop an interpersonal dynamics coaching program for MBA students; develops and presents programs to students that enhance their ability to learn about themselves and the nuances of interpersonal dynamics, in groups, or 1 on 1.
- \* Designs, develops, implements, and delivers interpersonal dynamics coaching and training to enrich the learning process for MBA students. Examples include program orientation, in-class training, project-based/experiential learning/applied innovation courses, specialized workshops, etc.
- \* Trains and provides guidance to graduate students, staff, professional coaches and student interns who teach, advise, and coach students.
- \* Work collaboratively with both core and experiential learning faculty to integrate interpersonal dynamics coaching into a variety of academic courses; establishes and maintains strategic partnerships instructors, academic programs, and administrative units.
- \* Coach individual students and groups through guided explorations of interpersonal dynamics (often in T-group sessions).
- \* Collaborate/coordinate with Director of Team Performance Program to support team projects from team launch through successful completion of team deliverables.
- \* Participates in the intellectual life of school including relevant seminars, work with faculty, PhD's, etc.
- \* Develops evaluative tools and methodologies to assess and evaluate the effectiveness of programs and services.
- \* Works on special programs as assigned, attends classes which will enhance expertise in job areas, serves on departmental and campus-wide committees as appropriate, and participates in activities that enhance the campus community and/or larger community to further University services.

#### Required Qualifications

- \* Advanced knowledge in research and theories of personal development and interpersonal dynamics and ability to apply this knowledge to enhance student success.
- \* Knowledge of MBA academic curricula.
- \* Knowledge in designing and implementing learning, coaching and pedagogical models.
- \* Interpersonal skills.
- \* Skills in judgment and decision-making.
- \* Advanced knowledge on research and theoretical models that influence the application and delivery of academic services (e.g., discipline specific, student-population specific) related to personal development and interpersonal dynamics.
- \* Multicultural competencies; knowledge and experience working and interacting effectively with diverse groups of staff, faculty, and student populations.
- \* Supervisory skills to hire, train, and provide coaching and guidance to student workers, student

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interns, and professional coaches.

Education/Training:

- \* Bachelors degree in related area and/or equivalent experience/training
- \* At least three years of relevant experience coaching teams in either corporate or higher education setting.
- \* Some teaching experience, preferably at the MBA-level.

Preferred Qualifications

Education/Training:

- \* Advanced degree in related area and/or equivalent experience/training.

Salary & Benefits

This is an exempt, monthly paid position. Annual salary is commensurate with experience up to \$98,900.00, at 40-hours a week/100% time, annual salary will be adjusted based on 50% time status.

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

[url=https://apptrkr.com/get\_redirect.php?id=1724614&targetURL=http://ucnet.universityofcalifornia.edu/compensation-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.

Other Information

This is a 50% time/20-hours per week, career position and eligible to participate in full UC benefits.

Conviction History Background



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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=1724614&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=1724614&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1724614]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

University of California Berkeley

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