

Executive Director, Entrepreneurship Hub (7399U), Haas
School of Business - 58184
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=221345>

Downloaded On: Dec. 3, 2023 10:11pm

Posted Sep. 14, 2023, set to expire Jun. 30, 2024

Job Title	Executive Director, Entrepreneurship Hub (7399U), Haas School of Business - 58184
Department	Haas School of Business
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 14, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Entrepreneurship Business - General
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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.



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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.

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.

Augmenting the existing Berkeley-Haas Entrepreneurship Program's established set of curricular offerings, the newly created Berkeley Haas Entrepreneurship Hub (BHEB) is designed to provide a complementary yet unique role on campus to attract the entrepre-curious and create a novel venture incubator. Despite the plethora of other offerings on campus, there is no physical space where students and researchers can connect with each other and mentors, build their startups, and be

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discovered by investors easily. The Hub's goal is to provide this infrastructure and associated programming, and thereby make entrepreneurship easier and more accessible for all. In the process, the Hub will also raise the visibility and impact of Haas in the innovation and entrepreneurship ecosystem on campus and beyond.

For more information about the Haas School of Business visit: <https://haas.berkeley.edu/about/>

The Haas School of Business embraces flexible working arrangements for its employees. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

Overview of the Position

To help build, lead, and implement the array of activities planned at the Hub, we are seeking a dynamic, entrepreneurial, and hands-on Executive Director (ED), who will work closely with and directly report to the Faculty Director. The role offers the opportunity to shape and drive the development and delivery of a new, high-impact program at the intersection of innovation, business, and technology with a high degree of autonomy. It will encompass the ability to engage with influential start-up and venture alumni, board members, and cross-discipline campus leaders to advance Haas and other Berkeley students/researchers in the innovation and entrepreneurship (I&E) space. The responsibilities include piloting programs, being scrappy, testing and learning, and eventually helping the Hub become the preferred destination for I&E students/researchers on campus. In doing so, the ED will be able to have direct impact on students who came to campus with nothing more than a passion/idea, along with researchers working on cutting-edge technology in the labs. Given the startup nature of the Hub itself, successful candidates will be those who are creative and thrive in ambiguity and uncertainty, adapting and dedicating themselves as needed. The ED of the Hub has the potential to become an influential leader on campus and in the local I&E community.

Application Review Date

The First Review Date for this job is: 09/26/2023.

Responsibilities

- Directs and administers independent programs with responsibility and high degree of autonomy for strategic, programmatic and administrative activities.
- Leads strategic and organizational operations collaborating with various stakeholders including investors, alumni, faculty and students.
- Develops strong partnerships to drive the Berkeley Haas Entrepreneurship Hub forward.

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- Facilitates key startup methods, procedures and schedules related to assigned projects.
- Works in tandem with Faculty Director and the Campus Startup Navigator to maintain the program in all areas of effectiveness.
- Co- develops both short- and long-term strategic plans with Faculty Director.
- Establishes and develops strong positive relationships with cross-functional UC stakeholders, including investors, alumni, faculty and students, along with those in the Bay area ecosystem and beyond.
- Serves on Haas, UC Berkeley, and/or innovation and entrepreneurship committees representing the program.
- Co-develop budget with Faculty Director to support financial infrastructure of Hub program.
- Broad knowledge of industry and regulatory standards and criteria pertinent to startups, maintenance, operations and testing.
- Assesses Hub program effectiveness and recommends changes to content, policies and procedures accordingly.
- Keeps abreast of technological developments and trends in venture and operating spaces within area of responsibility.
- Maintains compliance with organizational and university policies and procedures with a particular focus on quality and advancement.
- Identifies and pursues funding opportunities and revenue streams for the Haas Entrepreneurial Program.
- Manages financial resources.
- Ensures the work being performed is within scope of the program services and also and within organizational budget.
- Facilitates the efforts of various departments, managers, and outside constituencies to ensure interdisciplinary collaboration.
- Assists in developing research, participates in professional conferences and provides public relations support.

Professional Learning and Growth

- Embraces the principle of being a "student always" by engaging in opportunities for training, workshops, seminars, continuing education pertinent to the position, or at the suggestion of the supervisor.
- Actively contributes to a team environment that fosters and promotes a culture of diversity, equity, inclusion, and belonging (DEIB) within the unit and at Haas.
- Engages in ongoing education to promote diversity, equity, inclusion & belonging by completing University sponsored certifications & training sessions (Ie: MEP Workshop, Implicit Bias

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Certification, LinkedIn Learning workshops, and other workshops & seminars offered by the University or Haas, as they are made available) or by engaging in external seminars & resources related to DEIB.

- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.

Required Qualifications

- Experience with entrepreneurial and start up programming.
- Advanced knowledge of administrative, budgetary, human resources and financial principles and practices.
- Advanced oral and written communication skills.
- Advanced ability to think creatively and independently on concepts requiring advanced analytical skills.
- Advanced interpersonal skills and ability to work with diverse groups to achieve results.
- Advanced ability to work collaboratively with a variety of internal and external stakeholders, peers, managers, alumni and others.
- Highly skilled fundraising experience.
- Excellent interpersonal skills, demonstrating a desire to promote diversity, equity, inclusion and belonging to establish and maintain positive & professional working relationships with colleagues, students and team members.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.
- Demonstrates an understanding of and commitment to diversity, equity, inclusion, and belonging in a business, organization or public university setting.

Education/Training:

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

Preferred Qualifications

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

Salary & Benefits

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This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for full UC 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 \$115,000.00 - \$158,000.00.

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 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



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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.

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 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

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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