

Administrative Director, Criminal Law & Justice Center  
(7377U), Berkeley Law - 63846  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=229384>

Downloaded On: May. 9, 2024 12:57pm

Posted Jan. 23, 2024, set to expire Jun. 30, 2024

<b>Job Title</b>	Administrative Director, Criminal Law & Justice Center (7377U), Berkeley Law - 63846
<b>Department</b>	Berkeley Law
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jan. 23, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager Professional Staff
<b>Academic Field(s)</b>	Administrative Support/Services Fiscal Services Finance/Investment Management Human Resources
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**Job Description**

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**Administrative Director, Criminal Law & Justice Center (7377U), Berkeley Law - 63846**

**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

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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 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

UC Berkeley's School of Law is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. The law school is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national and global import. Currently ranked among the top law schools in the country, the School of Law has ambitious development goals as it looks to continue producing leaders in law, government, and society.

Criminal Law & Justice Center is a hub for research, education and advocacy. Blending a data-driven approach with zealous advocacy, the center offers empirical insights into the intricacies of the legal

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system and policy outcomes. We harness the wealth of perspectives, experiences and expertise that our students and faculty bring to bridge the gap between scholarship and real world impact.

This position will be a critical role in building the infrastructure and systems for a new and growing center. The position will combine elements of a director of administration and operations. As the first full time employee, the position will work closely to and report directly to the founding executive director and be involved in all activities of the center. This position will take primary responsibility for interfacing with the university around budget details, event planning, and future hiring. This position will also play a substantive role in helping to manage various projects in realms including education, research, and advocacy.

### **Application Review Date**

The First Review Date for this job is: February 6, 2024

### **Responsibilities**

- Manages, plans and administers a range of administrative services and general operations for the Criminal Law & Justice Center.
- In coordination with the Center Director, directs or oversees the administrative functions for the center, such as IT, facilities, contracts and grants, budgetary financial management, communications, events, and human resources.
- IT:
  - Under the general direction of the Center Director, works with Law School and campus leadership to assess Center IT needs, and ensure that all stakeholders have the information and equipment needed to operate effectively whether in the office or (when required) at home.
  - Partners with IT Department to roll out new systems for the center.
- Facilities:
  - Coordinates all Center building projects with Law Building project manager to ensure that building projects go smoothly, meet appropriate deadlines, stay within budget, and meet project goals.
  - Ensures that existing spaces meet the needs of the Center's employees and students, and oversee purchases of capital equipment and furnishings for the space.
- Contracts and Grants:
  - Liaises with program staff and Law School Finance staff during the pre- and post-award phases of grants and contracts.
  - Partners with Center Director during the pre-award process to develop contract and grant

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- proposals and proposal budgets.
- Prepares and finalizes support documentation as required by proposal guidelines and coordinates proposal submissions with Sponsored Projects Office.
- Organizes, plans, and monitors fiscal budget control of contracts and grants administration, gifts, endowments, and privately funded projects for research programs.
- Ensures complete and accurate collection of research administration at all stages of the contract and grant life cycle.
- Tracks expenses and personnel costs across grants and contracts to ensure smooth and efficient spend down of grants, including working with project and program directors to develop monthly grant allocations.
- Budgetary Financial Management:
  - Supports the center's fiscal oversight and management processes at both a project and organizational level.
  - Collaborates with the Center Director and grant managers to develop an organizational budget to most effectively deploy restricted and unrestricted grant funds to meet Center goals.
  - Develops and prepares budgets and financial reports for funding, which may be complex.
  - Performs or supervises recharge administration, reconciliation, procurements, reimbursements, and expense allocation in compliance with UCB rules.
  - Monitors actual income and expenses against budget throughout the year.
  - Gathers, analyzes, prepares, and summarizes financial reports.
- Human Resources:
  - Consults with the Center Director to assess and support staffing and personnel needs and develop staffing plans that take into account future growth.
  - Partners with Law School Human Resources to facilitate recruitments and coordinate hiring and onboarding processes.
  - Consults regularly with Law School Human Resources team to develop efficient and effective human resources procedures for the center.
- Serves as a resource for the center on HR-related matters.
- Supervises/monitors the work of all center staff and managers.
- Manages the employment, selection, training, development, performance management and evaluation, counseling, and discipline of assigned staff employees and/or student assistants.
- Manages events for the center, including but not limited to the following:
- In collaboration with the Center Director, oversees communications to internal and external audiences (current students, alumni, friends, prospective donors, organizational partners, Law School faculty and staff). Ensures that the Center is utilizing best practices in website design and social media - along with traditional print and email - to share news with internal and external

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audiences.

- Assists in the design and drafting of organizational website content; drafts newsletters and correspondence to Center constituents.
- Consults and coordinates with Center Director and key stakeholders to develop strategies for outreach to all constituents.
- May assist with fundraising related duties.
- Under the general direction of the Center Director, collaborates with the Development and Alumni Office (DAR) on efforts to raise funds from alumni, friends, and organizational partners.
- Ensures that all donors and funders are appropriately stewarded.
- Engages in professional development and training opportunities as needed.
- Performs additional duties as assigned.

## Required Qualifications

- Thorough knowledge of University rules and regulations, processes, protocols and procedures for budget, accounting and fund management, and / or personnel management.
- Interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising and counseling skills.
- Knowledge of a variety of administrative operational activities such as event planning, basic fundraising processes, risk management planning, website design, accounting and payroll, and contracts and grants regulations and guidelines.
- Strong skills in short-term planning, analysis, problem-solving, and customer service.
- Thorough knowledge of financial analysis and reporting techniques, and / or human resources policies and procedures for staff and academic employees.
- Strong organizational skills with demonstrated ability to prioritize and coordinate several projects simultaneously with demanding timeframes.
- Ability to be a self-starter, to take initiative and work independently as well as on a team.
- Ability to work collaboratively to achieve results.
- Strong computer skills, including proficiency in Microsoft Office, Google Suite, and video conferencing platforms (e.g. Zoom, Skype, MS Teams, Google Meet, etc.), with the ability to learn new computer programs and software systems.
- Strong political acumen and the ability to use discretion and sound judgment in managing sensitive information and in responding to issues and concerns.
- Ability to maintain confidentiality.
- Strong attention to detail.
- Excellent analytical skills, with the ability to think creatively to solve problems and develop solutions.

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- Demonstrated commitment to and understanding of diversity, equity, inclusion, and belonging (DEIB), and ability to apply and integrate core concepts of DEIB into everyday practice.
- Must be 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.
- Must demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community.
- Must be able to work occasional evenings and/or weekends for Center-related events and activities.
- Experience as an office manager or overseeing the administrative responsibilities of an organizational unit.

Education/Training:

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

**Preferred Qualifications**

- Strong leadership and team-building skills.
- Supervisory experience.
- Familiarity with criminal legal system and reform work, and comfort working with wide range of partners from students, to government officials, to directly impacted members of the community.
- Experience with project management, and facilitating communication and collaboration in diverse coalitions.
- Solid knowledge of and/or ability to learn common University-specific computer application programs.

**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 \$87,200.00 - \$102,000.00.

- 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 20% remote capability.

## 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.

## 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.



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**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

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