

Department Manager (0547U) - 67347  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234255>

Downloaded On: May. 16, 2024 4:58pm

Posted Apr. 5, 2024, set to expire Jun. 30, 2024

<b>Job Title</b>	Department Manager (0547U) - 67347
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Apr. 5, 2024
<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>	Human Resources Fiscal Services Finance/Investment Management Administrative Support/Services
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**Apply By Email**

**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](https://grow.berkeley.edu).

### Departmental Overview

The Department of Psychology is a large, complex department within the College of Letters and Science (Division of Social Sciences). The Department includes close to 60 faculty members (including emeriti) and 27 career staff, of whom seven report directly to this position. The department also includes several lecturers, a number of visiting scholars and postdocs each year, as well as a large cadre of Graduate Student Instructors and Graduate Student Researchers.

The fundamental missions of the University, teaching, research and community service, are all met by the Department. Our teaching program is quite large.

Psychology is an impacted major with 800 undergraduates and Department courses serve approximately 8000 students yearly. In addition, it offers a large menu of courses during the summer sessions each year. The Department has approximately 100 graduate students pursuing doctoral

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degrees in five specialized sub-fields. In research, the Department supports the work of 35 life science labs in work with both human and animal subjects as well an off-site Field Station. Psychology is closely linked with several major research institutes/ORU's on campus: The Institute of Human Development, the Institute of Personality and Social Research, the Institute of Cognitive and Brain Science; and the Helen Wills Neuroscience Institute and works in collaboration with their administration to meet the needs of our faculty. The Psychology outpatient clinic serves the surrounding community by providing vital, low-cost psychiatric treatment and functions as a recharge unit.

### **Position Summary**

The Department Manager serves as the most senior staff administrator in the unit. The role is responsible for creating the continuity of all department operations, financials, and other unit administrative needs. In addition to completing individual functions, the Manager is tasked with supporting the staff positions in the unit, and also serving in an advisory role to the Department Chair.

### **Application Review Date**

The First Review Date for this job is: 04/18/2024.

### **Responsibilities**

Department management:

- Provides interpretation of campus academic and fiscal policies to Chair and faculty.
- Serves as liaison to the College of Letters and Science, Berkeley International Office, and Academic Personnel.
- Develops and implements department procedures to ensure compliance with relevant campus policies.
- Consults with Chair on academic senate and non-senate personnel cases including appointments, merits, promotions, awards, and leaves.
- Provides oversight and responsibility for completion of all administrative services which typically includes all or most of the following functions: IT, facilities, student services, internal contracts and grants, budgetary financial management, recharge administration and/or human resources.
- Completes cyclical responsibilities in which some functions may require more or less attention, depending on the time of year or competing unit priorities.
- Conducts short- and long-range planning and analysis for administrative services and support operations to determine resource allocations.
- Develops business processes and procedures to attain unit financial goals and to protect

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department assets.

- Manages all fiscal matters in the department including planning the annual budget and managing all operational, instructional, and internal research budgets; permanent and temporary academic and staff salaries, Summer Sessions and other discretionary budgets, endowment funds, internal grants and gifts; authorizes expenditures in consultation with the department chair.
- Develops and implements internal controls; prepares budgets and reports for spending and future needs; develops and implements methods for increasing the departments' operational efficiency; recommends budgeting strategies to enhance academic performance within spending limits.
- Accountable for financial health of department.
- Responsible for analyzing, allocating, and effective use of all available department financial resources (\$12 M annually).

Academic personnel:

- Has oversight and responsibility for completion of processes for searches, appointments, merits & promotions, NSF/Lecturer re/appointments, retentions & recalls, sabbaticals & leaves.
- Analyzes policy and advises Chair and faculty on permanent and temporary faculty issues.

Staff personnel:

- Supervises professional student services staff and additional staff as added/needed.
- Hires, trains, establishes goals & objectives, develops, coaches, evaluates performance, and recommends salary actions; takes disciplinary action when necessary.
- Promotes professionalism, performance management, and career development.
- Organizes the overall work of the unit; identifies and evaluates priorities; delegates or reallocates general responsibilities and specific tasks; establishes or revises operating procedures.
- Meets regularly with staff, keeps them informed of changes, policies, and procedures both in the department and across the campus.

Provides counsel and support to the Chair

- Assists various department committees and groups (i.e., Climate, Colloquia).
- Oversees curriculum planning and scheduling for adherence to budget, teaching loads, and available instructors.
- Communicates department, college, campus, and system-wide information, policies, and procedures to the department.

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Special projects:

- Assigns, oversees and ensures completion of special projects, the coordination of unit programs (lectures, workshops, and conferences), oversees annual events (Fall orientation meeting, prospective graduate student visit, Cal Day, Commencement, etc.).
- Coordinates fundraising and outreach (i.e., Big Give, end-of- year) through communications (email, website, Facebook), email appeals, and acknowledgements.

Professional/career development:

- Attend workshops, trainings, conferences and meetings.
- Represent the department on committees or focus groups at the division, college or campus level, as needed or requested.

Liaison:

- Acts as a Liaison with Berkeley Regional Services for the faculty and staff to trouble shoot contracts and grants problems and other issues as they arise.
- Meets regularly with BRS partners to be informed about personnel and policy changes.

**Required Qualifications**

- Broad knowledge of the organization's processes, protocols and procedures with a focus on budget, account and fund management, rules and regulations, and mechanisms for budget, account, and fund management and/or personnel management under labor contract(s) and personnel policy.
- Analytical skills with the ability to quickly evaluate complex issues, define problems, research and analyze relevant information, assess alternative solutions, and recommend appropriate course of action.
- Well-developed interpersonal skills including tact, diplomacy, flexibility, and ability to establish and maintain cooperative working relationships.
- Demonstrated ability to establish and maintain cooperative relationships with faculty, students, and staff.
- Excellent oral and written communication skills with the ability to conceptualize and communicate

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effectively to diverse audiences; ability to edit/proofread administrative documents.

- Skills in organization and customer service to effectively manage multiple important priorities.
- Ability to set priorities; to obtain timely feedback; to lead a team of professional staff; and to work independently.
- Demonstrated management and conflict resolution skills to effectively lead and motivate others.
- Skill in management, supervision, selection, training, direction, discipline, and evaluation of support staff.
- Knowledge of and/or can quickly learn relevant University-specific business applications and student systems (UC Path, SIS, CalAnswers, CalPlanning, AP Bears, AP Recruit, etc.).
- Thorough familiarity with basic office computing software (Google Suite , Word, Excel, PowerPoint, etc.).
- Demonstrated ability to acquire knowledge in the areas of academic personnel policies and procedures, as well as Unit 18 personnel.
- Broad knowledge of financial analysis and reporting techniques; human resources and risk management planning; and/or accounting and payroll.
- Bachelor's degree in related area and/or equivalent experience/training.

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## Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for 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 \$105,500.00 - \$170,000.00.

## How to Apply

- To apply, please submit your resume and cover letter.

## 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 safe, caring, and humane environment in which these values can thrive."

## Other Information

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- This is not a visa opportunity.
- This position is eligible for up to 40% remote work.

### **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 [https://apptkr.com/get\\_redirect.php?id=5159067&targetURL=U.S. Equal Employment Opportunity Commission](https://apptkr.com/get_redirect.php?id=5159067&targetURL=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](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.



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**Contact**

N/A

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