

Assistant Director of Academics (4574U), Haas School of  
Business - 69813  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=237067>

Downloaded On: Jun. 29, 2024 6:11pm

Posted Jun. 4, 2024, set to expire Jun. 30, 2024

<b>Job Title</b>	Assistant Director of Academics (4574U), Haas School of Business - 69813
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jun. 4, 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>	Student Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5304871">https://apptrkr.com/5304871</a>

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**Job Description**

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**Assistant Director of Academics (4574U), Haas School of Business - 69813**

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



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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](http://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.

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.

### Application Review Date

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The First Review Date for this job is: 06/17/2024.

## Responsibilities

The Assistant Director of Academics for the Berkeley MBA for Executives Program (EMBA) is responsible for a broad range of activities that support students, staff, and faculty at the Haas School of Business. This position is service and student oriented, with the primary goal to ensure that EMBA faculty receive excellent curricular support and other administrative duties as needed.

Provides Student Services within the EMBA Program, including:

- Manage the core curriculum registration process for all EMBA students including course set up and batch enrollment.
- Key contact/resource for students and internal Haas clients on questions related to core curriculum, registration, textbooks and program requirements and other requests for information.
- Manage academic progress for all EMBA students including term GPA and probation status.
- Assist Associate Director and Executive Director with additional student services projects as requested.
- Liaise with other Haas programs (namely FT, EW MBA, MFE) student services staff to understand cross-over and dual offerings and/or student activities open to EMBA students.
- Liaise with Admissions counterpart to support transition from admitted student to enrolled student including managing new student surveys, sending communications, managing course material delivery, and answering student questions.

Assists with Academic Planning within the EMBA Program, including:

- Course material: responsible for acquiring all course materials and working with vendors to coordinate orders for each class.
- Contact for faculty on course issues and needs.
- Partners with the admissions team on scheduling class visits.
- Creates and presents TIES (course evaluation) summaries after each term to apprise Director of faculty performance and student feedback.

Provide Academic Advising for EMBA students, including:

- Advise students on academic and degree progress.

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- 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.

Assists with the coordination of EMBA's various events such as immersion weeks, networking events, Pre-Term, Orientation and Graduation.

- Event assistance for immersion weeks includes coordinating syllabi, academic facilities, logistics with faculty and GSIs, evaluations, other academic logistics, and other assistance as requested.
- Event assistance for various events including Meet the Faculty Events, Orientation and Graduation.
- Plans and executes Pre-Term Workshop for incoming students including faculty recruitment and scheduling, course materials, and coordination with Student Experience staff to arrange hotels and meals.

Administrative, including:

- Database maintenance: maintain and update all student databases, generates and analyzes reports accordingly.
- Budget updating: acquire invoices from vendors in a timely manner and
- Web development: maintain and update "current student" web pages and other relevant EMBA pages.

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 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.

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

### Required Qualifications

- Knowledge of advising and counseling techniques.
- Knowledge of and/or can quickly learn University-specific computer application programs and pertinent databases.
- Ability to multi-task; verbal and written communication skills.
- Interpersonal skills.
- Multicultural competencies; ability to work with diverse populations.
- Basic knowledge of student immigration and visa processes pertaining to international students and scholars.
- Ability in problem identification and reasoning.
- Skills in service orientation, organization, active listening, and critical thinking.
- Knowledge and understanding of and/or can quickly learn University processes, procedures, rules and regulations.
- 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.

### Salary & Benefits

This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid hourly and eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the

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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 \$35.92 - \$37.42.

### **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.

### **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.



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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.

#### Contact

N/A

University of California, Berkeley

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