

Associate Director of Academic Affairs (4545U), Haas  
School of Business - 70485  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238675>

Downloaded On: Jul. 24, 2024 9:22am

Posted Jul. 23, 2024, set to expire Nov. 3, 2024

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| <b>Job Title</b>            | Associate Director of Academic Affairs (4545U), Haas School of Business - 70485 |
| <b>Department</b>           | Haas School of Business   |
| <b>Institution</b>          | University of California, Berkeley<br>Berkeley, California                      |
| <b>Date Posted</b>          | Jul. 23, 2024   |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Associate/Assistant Director  |
| <b>Academic Field(s)</b>    | Educational Services<br>Counseling Services                                     |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/5385147">https://apptrkr.com/5385147</a>           |

**Apply By Email**

**Job Description**

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**Associate Director of Academic Affairs (4545U), Haas School of Business - 70485**

**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](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.

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### **Application Review Date**

The First Review Date for this job is: 07/05/2024.

### **Responsibilities**

Reporting to the Director of Academic and Student Affairs, the Associate Director of Academic Affairs delivers programming and services to students, faculty, staff and alumni of the Spieker Undergraduate Business Program. The position's primary focus is to enhance the student experience by managing a wide variety of day to day academic support services to undergraduate students from admission to graduation. Using campus student information systems, as well as internal Haas systems, implement academic processes, manage enrollment and degree progress for all undergraduate students. The focus is also on academic experience including curriculum planning, academic advising to assist students in making appropriate educational choices and decisions, conducts informational sessions, and provides guidance to students and faculty on policy & procedures. In addition, the Associate Director of Academic Affairs works to ensure high levels of customer satisfaction among the program's various constituencies; provides general student services support, as well as other duties as directed by the Director of Academic and Student Affairs.

Manage and implement academic services, including:

- Provides advice and assistance to students on all aspects of their academic experience, including progression and requirement matters for the department.
- Manage undergraduate course enrollment according to program policies via Student Information Systems (SIS).
- Advises new and continuing instructors on departmental/school/college and university policies and procedures.
- Advises on complex transfers from other institutions such as those in the midst of advanced degree completion and course in other programs.
- Evaluates and advises students in petitions for exceptions.
- Identifies students with GPA or progress problems, advises students, and recommends appropriate courses of action by the department (e.g., academic probation, dismissal).
- Confirms that students have met requirements for degree completion when there are no clear precedents or articulations, such as interdisciplinary programs or when transfer work is involved.
- Participates in planning academic curriculum in collaboration with Assistant Dean, Director of Academics and Student Affairs, and with other departments, to ensure student's progress through course sequences, avoid conflicts, and ensure compliance with campus-wide policies.
- Create and update degree checks utilizing academic progress reports (APR).

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- Maintain comprehensive understanding of university and school policies.
- Communicate regularly with students and faculty regarding program updates and other related academic matters.
- Receives and implements student petition process for exceptions to school policies upon Director of Academic and Student Affairs approval.
- Provide statistical reports as needed and maintain historical data.
- Keep the student body informed about specialty scholarship or honors programs.

Academic Advising:

- Manages an advising caseload, which includes a mix of students from first to fourth year, transfer, continuing and simultaneous degree seeking students.
- Determines barriers, distractions, and complications affecting a student's academic success, helps students recognize these key non-academic issues, and makes appropriate referrals for additional therapeutic counseling and/or assistance from other units.
- Advises students on a wide range of course possibilities and/or ways to complete degree requirements that may not be clearly defined.
- Creates and runs programs to assist in the academic success of undergraduate students, including the summer PreCore Program for transfer students and Golden Bear Advising.
- Work with other program staff in planning, coordination and implementation of key Undergraduate Program Events, including Golden Bear Orientation, Cal Day, BASE Camp and Commencement.
- Represents Director of Academic and Student Affairs with delegated authority as appropriate and needed.
- Communicates and exchanges information with other units on campus and makes referrals to help students with their academic program (e.g., University Health Service, Disabled Students Program, Colleges/Schools, Transfer Center, academic departments, Graduate Division, etc.).

Special Projects:

- Assist Haas Undergraduate Program Assistant Dean and other staff with on-going special projects, pilots and innovations. Work on special programs as assigned. Attend classes that will enhance professional expertise. Serve on departmental and campus-wide committees as appropriate. Participate in activities that enhance the campus community and/or larger community to further University service.

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

### Required Qualifications

- Thorough knowledge of advising and counseling techniques.
- Knowledge of and/or can quickly learn multiple majors, coordinated simultaneous degrees, colleges, & schools.
- Skills in judgment and decision-making.
- Abilities in problem identification, reasoning, ability to develop original ideas to solve problems.
- Knowledge and ability to and/or can quickly learn university specific computer application programs.
- Skills in project management.
- Flexibility and initiative in seeking service improvements and procedural efficiency.
- Skills in high touch service orientation, active listening and critical thinking.
- Skills in monitoring/assessing people, processes or services to make improvements.
- Ability to maintain cooperative relationships with other partner departments, programs and institutions.
- Interpersonal skills, multicultural competencies and ability to work with diverse populations.
- Customer perceptiveness to be aware of others' reactions and understanding why they react as they do.
- Ability to work with objectivity and discretion in relating to students, faculty and staff.
- Excellent written and verbal communication skills, including demonstrated effectiveness in public speaking.
- Ability to manage multiple projects with varying deadlines in a busy environment.

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- 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**

- Thorough knowledge of college/school policies, procedures, and requirements.
- Thorough knowledge of school precedents and application of policy, including risk management.
- Master's degree in related area and/or equivalent experience or training.

**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.



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The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$82,000.00 - \$85,444.00.

### How to Apply

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

### Other Information

- This is not a visa opportunity.



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### 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.

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

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