

Department Manager (0547U) 70642
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=239096>

Downloaded On: Aug. 10, 2024 9:17am

Posted Jul. 29, 2024, set to expire Nov. 1, 2024

Job Title Department Manager (0547U) 70642
Department
Institution University of California, Berkeley
Berkeley, California

Date Posted Jul. 29, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administrative Support/Services

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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.

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

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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

The Division of Arts & Humanities in the College of Letters & Science is among the largest academic divisions on campus, with an annual budget of approximately \$100M, 240 permanent faculty FTE, and undergraduate enrollment which averages about 17,000 per semester. Faculty in the division study every dimension of the human experience from the ancient past to the anticipated future; they work in 80 different languages and include poets and novelists as well as practicing artists in music, theatre, dance, and the visual arts. With 31 undergraduate majors and 22 graduate programs in 19 departments, the Division offers students opportunities to study and make art; learn about a wide range of civilizations, languages, literatures, and cultures; and explore ideas in philosophy, rhetoric, religion, and history. The Division prides itself on the way it integrates the practice and study of the arts, and it offers the broadest range of languages taught at any university in the Country. The division is also home to The Townsend Center, the Magnes Collection of Jewish Art and Life, the Center for Interdisciplinary Critical Inquiry, the Arts Research Center, and several related creative and research units.

The Departments of Comparative Literature and French are administratively clustered to provide support to both units. The Department of Comparative Literature is dedicated to comparative literary

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study that is both historical and theoretical, covering literary traditions from several inter-related regions and traditions. The department includes 21 tenure-track faculty and 8 lecturers with 70+ undergraduate majors and minors and 50+ doctoral degree students. In the Department of French, one can study French and francophone literature, culture, and film, along with the French language and French linguistics. The department includes 12 tenure-track faculty and 8 lecturers with 70+ undergraduate majors and minors and 24+ doctoral degree students. The two departments are committed to fostering a community that appreciates diversity, equity, inclusion, and belonging.

Application Review Date

For full consideration, please apply before July 19, 2024.

Responsibilities

The Department Manager for Comparative Literature and French plans, administers, and coordinates the full administrative operations of the unit including academic personnel, HR, finance, academic planning, and facilities. They provide counsel and support to the Chairs and the faculty and oversee a team of four staff, including two graduate affairs officers, an undergraduate advisor, and an academic HR analyst.

Finance and Administration

- Manages, plans and administers all administrative operations (IT, Facilities, Student Services, HR, contracts and grants, and budgetary financial management) in the departments.
- Manages all fiscal matters in the departments including planning the annual budget and managing all operational, instructional, and research budgets; permanent and temporary academic and staff salaries, supplies, and expense allocations, Summer Sessions and other discretionary budgets, endowment funds, grants and gifts; authorizes expenditures; maintains control of payroll and supply budgets.
- 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; develops processes and procedures to protect department assets.
- Supervises facility maintenance and develops plans for future physical space requirements in consultation with Department Chairs.
- Processes visitors' paperwork and payment, such as honoraria; Coordinates travel and lodging arrangements

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Academic Personnel and Academic Planning

- Consults with Chairs and AP Analyst on academic senate and non-senate personnel cases including appointments, merits, promotions, awards, and leaves.
- Assists chairs in planning yearly curriculum, planning for sabbatical replacements, visiting appointments, ensuring that all program areas are served.
- Analyzes department curricular needs to meet major and breadth requirements and, in consultation with the chairs and relevant faculty committees, coordinates changes to course offerings, balancing curricular needs and budget constraints.
- Facilitates faculty and chair decisions about assignment of GSI FTE to courses.
- Plans departmental Summer Session programs with relevant faculty committees and chair.
- Plans and oversees foreign study programs (e.g. Global Edge via Study Abroad).
- Monitors changes in curriculum to evaluate potential effect on Temporary Academic Staffing budget, academic personnel issues, and advises chairs.

Management and Communications

- Supervises workflow of graduate and undergraduate student services.
- Effectively communicates information about programs and policies to fellow staff as well as to students/patrons and administration to assure quality service is provided and pedagogical needs are met.
- In collaboration with the Faculty Director of the RLL Ph.D. program and Chairs of the three departments (French, Italian Studies, and Spanish & Portuguese) monitors the MOU and evaluates cost sharing between members of this administrative cluster.

Professional Development

- Attends workshops, seminars, and classes to keep up-to-date on administrative issues and best practices as well as university and campus policies and procedures.

Required Qualifications

- Demonstrated successful managing experience, ideally on the Berkeley campus.
- Knowledge of rules and regulations, processes, protocols, and procedures for budget, account, and fund management, and personnel management

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- Knowledge of financial analysis and reporting techniques, human resources policies and procedures for staff and academic employees
- Knowledge of relevant University-specific business applications and student systems
- Broad knowledge of common organization-specific and other computer application programs.
- Skills to work collaboratively with other locations.
- Proven skills to quickly evaluate complex issues and identify multiple options for resolution.
- Demonstrated management and conflict resolution skills to effectively lead and motivate others.
- Bachelor's degree in related area and / or equivalent experience / training.

Salary & Benefits

This is a full-time career position. This position is eligible for up to 40% remote work and based on department needs.

This position is eligible for the full range of 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 range that the University reasonably expects to pay for this position is \$105,500 - \$145,000, annually.

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.

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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/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

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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