

Associate Director (4575U), Haas School of Business -  
71295  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242506>

Downloaded On: Aug. 10, 2024 7:22am

Posted Aug. 2, 2024, set to expire Nov. 28, 2024

<b>Job Title</b>	Associate Director (4575U), Haas School of Business - 71295
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 2, 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 Administrative Support/Services
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**Job Description**

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**Associate Director (4575U), Haas School of Business - 71295**

**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 Evening & Weekend Berkeley MBA Program, consistently ranked as the nation's top part-time MBA program for six consecutive years by U.S. News & World Report, provides a robust MBA experience within a part-time schedule. Students engage with leading faculty and become part of the

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dynamic Berkeley Haas community. The Evening & Weekend MBA program collaborates closely with the Full-Time MBA program, sharing selected classes and co-curricular activities across their respective student populations. Our commitment extends to partnering with working professionals in their MBA journey, offering empathetic engagement, clear guidance, and exceptional experiences to nurture diverse Berkeley leaders for the global stage.

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**

The First Review Date for this job is: 08/13/2024.

### **Responsibilities**

The Evening & Weekend MBA Program Associate Director is responsible for a broad range of activities that support students at the Haas School of Business. This position focuses on academic advising, with the primary goal of ensuring that MBA students receive excellent support for course selection, degree progress tracking, and navigation of resources available at UC Berkeley and Haas. The Associate Director also serves as a member of the EW Academics Team to support elements of the curricular planning process and to coordinate with program partners throughout campus.

- Academic Advising: Advise faculty and students on Haas and UC Berkeley policies and procedures; review students' progress and advise on requirements for MBA degree completion; identify students with progression problems and recommend interventions; and track student interactions and important documents.
- Academics Team: Support the EW MBA enrollment process by creating registration events in the Haas Online Registration tool; gather information from faculty about syllabus and course description; create resources that support course research and explain steps of enrollment; support curricular planning in partnership with the EW Executive Director.
- Plan, design, and provide workshops for students, such as information about the organization, or academic strategies and enrichment programs. This includes general support for events co-hosted with Haas Lifecycle partners, such as Admissions, Career Management Group, and Haas Digital, to engage prospective and current students.
- Execute strategic initiatives and ideas designed to enhance the student experience, both inside and outside of the classroom. Apply professional Student Services concepts, providing the full range of services to students within the program by communicating about institutes, centers,

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international opportunities, and certificate requirements.

- Uses outstanding written and verbal communication skills to provide information to faculty, students, and staff. This includes providing content for the weekly student newsletter, Program Office website updates, and drafting communications in partnership with other members of the EWMBA team related to academics and the student experience.
- Responsible for interpreting organization policies and advising students and faculty on student conduct, student grievances, disputes, and issues regarding discrimination. Escalates as needed to the EW Executive Director.
- Manages key curricular partnerships across campus such as the UC Office of the Registrar, Graduate Division, School of Public Health, Goldman School of Public Policy, and other non-Haas partners.
- Manages key curricular partnerships at Haas such as the Haas Registrar, Full Time MBA and Executive MBA academics teams, and Alumni Relations.
- Other duties as assigned.

#### 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

- Excellent written and verbal communication skills and demonstrates cross-cultural communication skills.
- Working knowledge of advising and counseling techniques.
- Strong attention to detail, organizational and project management skills.

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- Demonstrates objectivity, confidentiality and discretion in relating to students, faculty and staff.
- Multicultural competencies; ability to work with diverse populations.
- Skills in problem identification and reasoning to identify areas of improvement, procedural efficiency, to develop original ideas and work to solve problems.
- Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
- Knowledge of and/or can quickly learn University-specific computer application programs.
- Knowledge of and/or can quickly learn University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- 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**

- Master's degree education, counseling, business or related area and/or equivalent experience/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



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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 \$80,400.00 - \$82,000.00.

### 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.

The [University of California's Affirmative action policy](#).



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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](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

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