

Deputy Director, Career Development Office (4520U),
Berkeley Law - 71298
University of California, Berkeley

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

Job Title	Deputy Director, Career Development Office (4520U), Berkeley Law - 71298
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student 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

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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.

Departmental Overview

UC Berkeley's School of Law is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real- world issues. The law school is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national and global import. Currently ranked among the top law schools in the country, the School of Law has ambitious development goals as it looks to continue producing leaders in law, government, and society.

Position Summary

The Deputy Director for Career Development is responsible for overseeing the programming and counseling services of the Law School's Career Development Office ("CDO"), as well as directly supervising a team of high- level professional legal career counselors who provide provides expert career counseling to Berkeley Law's 900+ law (J.D.) students, ranging from public interest legal careers, to judicial clerkships, to private sector opportunities within and outside of California and the

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United States.

The Deputy Director and career counselors bring specialized expertise across fields of law (e.g. public interest, clerkships, private sector), and are active members of the National Association for Law Placement (NALP). A key thought partner to the Assistant Dean, the Deputy Director provides direct strategic and substantive support to all of the major responsibilities of the CDO including oversight of on-campus interviewing programs, reporting of graduate employment outcomes, and the complex administration of mission-critical Berkeley Law programs (e.g., summer fellowships, school-funded post-graduate public interest fellowships, judicial clerkship program, etc.).

The Deputy Director works closely with the Assistant Dean to determine both the short- and long-term priorities and goals of the CDO as well as the specific scope and nature of the services it provides and the programs and activities it presents.

Application Review Date

The First Review Date for this job is: 08/12/2024.

Responsibilities

- Manages and directly supervises professional staff, including a team of highly-skilled attorney career counselors.
- Supervisory duties include, but are not limited to, employment and selection, training, development, performance management and evaluation, counseling, and discipline.
- Holds weekly meetings with public interest and private sector counseling teams, and periodic one-on-one check in meetings with each of their direct reports.
- Monitors employee performance, provides direction, coaching and assistance as needed.
- Facilitates staff meetings and annual retreats and sets priorities and schedules for meeting departmental needs.
- Leads recruitment campaigns when there are vacancies to fill.
- Ensures that Career Development Office (CDO) team members are providing the full range of career services pertaining to the specific career program.
- This includes developing and administering an annual career programming curriculum that assists students in exploring career paths and developing specific job search skills.
- Delegates program responsibilities to CDO team members, ensuring an equitable distribution of work and a steady stream of support and guidance to help the team achieve mission-critical programming and counseling goals.
- As an expert attorney-counselor, provides specialized career counseling to students and

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graduates.

- Exercising independent judgment and authority, interprets and makes exceptions to existing policies for individual students or graduates.
- Provides assistance, guidance, and direction to the CDO team and other stakeholders within the law school on complex and particularly sensitive issues and situations.
- Supports the Assistant Dean with high-level, mission-critical responsibilities like tracking student and graduate employment, preparing annual graduate employment statistics for the American Bar Association (ABA) and The National Association for Law Placement (NALP).
- Represents the CDO at internal and external meetings.
- Designs and presents content and programs for student groups, other units in the law school, and for external stakeholders.
- Represents Berkeley Law at University, local, and national events.
- Performs additional duties as assigned or as needed due to operations.
- Engages in professional development and training opportunities offered by the National Association for Law Placement (NALP), the campus community, etc. to ensure they are always building expertise and monitoring the latest developments in legal hiring.

Required Qualifications

- Advanced knowledge of career development theories, adult development theory, counseling processes, career decision making, learning styles, and job search techniques.
- Knowledge of management principles, concepts and best practices and skill to select, lead, direct, mentor, and guide staff, taking corrective action as necessary.
- Knowledge of needs assessment theory, processes, and practice, workshop and program design.
- Knowledge and/or experience developing and administering career programming curriculum.
- Ability to meet program needs.
- Highly effective problem identification and solving, presentation skills, verbal communication, written communication, and organizational skills.
- Leadership/management skills, including skills to lead, direct, mentor, evaluate and motivate staff.
- Ability to work with people from diverse cultures and backgrounds.
- Knowledge of the private and public sector legal employment market.
- Extensive professional network of practicing attorneys and potential employers.
- Creative, entrepreneurial, forward-looking, and energetic approach that can identify and pursue new potential programs and innovative ways to present and deliver their content.
- Highly developed knowledge of principles and processes for providing outstanding client and personal services.
- This includes client needs assessment, meeting quality standards for services, and evaluation of

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client satisfaction.

- Excellent knowledge of human behavior and performance; individual differences in ability, personality, and interests; and learning and motivation.
- Excellent computer skills and the ability to quickly adapt to new software programs and on-line resources.
- Demonstrated commitment to and understanding of diversity, equity, inclusion, and belonging (DEIB), and ability to apply and integrate core concepts of DEIB into everyday practice.
- Must be 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.
- Must demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community.
- Significant (3-5+ years) legal practice experience.
- Prior experience with management and supervision of employees.
- Advanced degree in Law, such as a Juris Doctor (J.D.), and/or equivalent experience/training.

Preferred Qualifications

- Experience as a career or student services advisor in a law school or university setting is preferred.

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



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experience.

The full salary range for this classification is \$80,400.00 - \$145,400.00. The budgeted salary that the University reasonably expects to pay for this position is \$124,000.00 - \$130,000.00.

How to Apply

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

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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://apptrkr.com/get_redirect.php?id=5480577&targetURL=U.S. Equal Employment Opportunity Commission poster.

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

The [University of California's Anti-Discrimination policy](#).



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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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