

Director of Career Development (4517U) Job 71251 - The
Institute of Urban & Regional Development (
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242523>

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

Job Title	Director of Career Development (4517U) Job 71251 - The Institute of Urban & Regional Development (
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	Director/Manager
Academic Field(s)	Student Services
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Job Description

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**Director of Career Development (4517U) Job 71251 - The Institute of Urban & Regional
Development (**

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,

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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](#).

Departmental Overview

About CED: The College of Environmental Design (CED) is comprised of faculty, students and staff with an impressive set of backgrounds and talents. We believe in the importance of supporting an inclusive environment that values community and builds its strength from a diversity of views and expertise. There are approximately 50 faculty, 1000 undergraduate and graduate majors, and approximately 50 total staff. The college budget is approximately \$28M. CED is a multifaceted academic unit, with three departments (architecture, city & regional planning, and landscape architecture & environmental planning); undergraduate, professional graduate and doctoral programs; a suite of highly regarded summer design institutes; widely recognized environmental design archives; extensive computing and fabrication facilities; several administrative and student affairs departments; and a building with auditoria, classrooms, studios, labs, research centers, library, and a cafe. See <https://ced.berkeley.edu/>

About IURD: The Institute of Urban & Regional Development is an interdisciplinary academic and research unit dedicated to prioritizing justice in initiatives to understand, mitigate, and adapt to climate change. IURD is the College of Environmental Design's hub for research and home to two master's degree programs, the Abbey Master of Real Estate Development + Design and the Master of Urban Design, as well as the Sustainable Environmental Design undergraduate major. As a research hub, IURD acts as a catalyst for public and private investments in adaptation and resilience, and foster new models of community-engaged research with tangible outcomes. We seek outcomes that provide actionable insights for decision makers that increase environmental justice and social equity, and

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enhance the value and co-benefits of public investments over time. Our mission is to accelerate the creation of knowledge and capacity that will allow cities and regions to reduce their carbon emissions and adapt to a changing climate using strategies that promote social equity and healthy cities. To achieve this goal, IURD generates new pathways that lead to genuine action for change, building on partnerships with underrepresented communities, community activists, public agencies, elected leaders, private investors, academic researchers and UC Berkeley students. IURD shares these insights and tracks the outcomes of new actions using our robust capacity to disseminate the results of research conducted with our partners in the San Francisco Bay Area, in California, and around the world. [IURD](#)

About MRED+D: The MRED+D program is a different kind of real estate development program, built on a foundation of equity, resilience, and design. We are training the next generation of socially-conscious and community-oriented developers to be a part of the solution to the grand challenges of our time -- climate change, COVID-19, racial injustice, rising inequality, the affordable housing crisis, and more. Our students come from business, architecture, urban planning, engineering, law, among others, and typically bring 5+ years of work experience. MRED+D is a 3-term, one-year intensive program with an enrollment of 35-40 students. Students learn about real estate development finance, entitlements and project approvals, real estate economics and market analysis, equitable development, design and urbanism, professional practice, public-private partnerships, construction, resilience, plus undertake a development studio and individual capstone project. See <https://ced.berkeley.edu/academics/real-estate/real-estate-programs/>

The Role: The Director of Career Development is focused on serving students and working with internal and external stakeholders to shape a career development experience in the program. This position reports to the Program Director and works closely with the Faculty Director. S/he plans, develops, and implements programs, activities, counseling, and advising focused on students' career development. S/he works with students, alumni, and/or potential employers to develop networking opportunities and career resources for the program.

****This is a 50% part-time, career appointment****

Application Review Date

The First Review Date for this job is: 8/8/24 - Open Until Filled

Responsibilities

****This is a 50% part-time, career appointment****

30%

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Provides career counseling in particularly complex areas that require specialized career coaching or counseling expertise.

30% Researches, designs, develops and oversees delivery of broad and complex career-focused workshops and programs to meet students' and alumni's career needs. Conducts needs assessments, and collaborates with MRED+D team in workshop design and development.

30% Establishes new relationships with corporations and other organizations to promote career services, fundraising, and the campus's relationship with outside organizations.

5% Maintains detailed metrics of student advising sessions and outcomes. Manages program improvement processes.

5% Presents information about the career program, including presentations to incoming and prospective students.

Required Qualifications

- Knowledge of and experience with advising, mentoring or counseling techniques.
- Interpersonal skills. Multicultural competencies; ability to work with diverse populations.
- Self-starter who works well autonomously and collaboratively.
- Bachelor's degree in related area and/or equivalent experience/training.
- Minimum three (3) years of work experience in the career services or HR industry.
- Extensive network of contacts in various sectors of the real estate industry.

Preferred Qualifications

- Master's Degree in related field preferred.
- Experience with or knowledge of the real estate industry.

Salary & 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,

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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 - \$104,400.**
- **This is a 50% part-time, career appointment.**

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.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

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 see:

https://www.eeoc.gov/sites/default/files/migrated_files/employers/poster_screen_reader_optimized.pdf

For the complete University of California nondiscrimination and affirmative action policy see:

<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>

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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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