

Manager, Divisions of Biostatistics and Epidemiology
(7378U), Berkeley Public Health - 71113
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242533>

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

Job Title	Manager, Divisions of Biostatistics and Epidemiology (7378U), Berkeley Public Health - 71113
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)	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

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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

Berkeley Public Health (BPH) aims to improve population health, especially for the most vulnerable, through interdisciplinary collaborations, preeminent education, and transformational research. Established in 1943, BPH is a professional school on the UC Berkeley campus that comprises six academic divisions and nearly 30 research centers and programs. Our department's values include social justice, health as a right, challenging conventional thought, embracing diversity, and creating meaningful impact. We honor our principles of community by centering and valuing everyone in our community; prioritizing prevention while remaining grounded in social justice; promoting safety and respect; practicing self-care and kindness; and remaining optimistic, hopeful, and committed to change. Learn more at: publichealth.berkeley.edu.

The Division of Biostatistics studies the factors that determine the distribution of health and disease in human populations, and improve the understanding of data that are relevant to issues in public health. The Division of Epidemiology studies the causes of disease, in order to advance and evaluate methods of disease prevention and to aid in planning and evaluating the effectiveness of public health

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programs. Both divisions train and educate students at the undergraduate, graduate, and doctoral levels, offering a multitude of degree options, with a combined faculty body of 30+ senate and non-senate professors and lecturers.

Position Summary

In the School of Public Health, a faculty chair of a division is its academic leader and administrative head; a Division Manager works with a Division Chair as a team to lead and manage a division's academic and administrative activities. A single, senior Division Manager manages both the Division of Biostatistics and the Division of Epidemiology, teaming with and reporting to both of the respective faculty Division Chairs. Performance of administrative operations activities are the predominant focus of the Division Manager position; administrative services include activities in finance, human resources, student services, IT, and facilities. They coordinate closely with other departmental services (e.g., Academic Personnel) and the regional support team (i.e., ProS). They supervise professional staff in graduate student services advising and administrative professionals/student assistants. In partnership with the chairs, the position conducts long- and short-range strategic administrative planning for the divisions.

Application Review Date

The First Review Date for this job is: 08/07/2024.

Responsibilities

Manages, plans, and administers a range of administrative operations for the Division of Biostatistics and the Division of Epidemiology.

- Oversees and manages the financial divisional budget (i.e., variable budget) of the academic component of the divisions. Administrative services include activities in budgetary financial management, purchasing and reimbursements, human resources and academic personnel, student services, IT, and facilities/space and safety.
- Serves as the divisions' chief liaison to Berkeley Regional Services and SPH Dean's Office staff.
- Responsible for the divisions' academic personnel component, including recruitment and reappointments for all senate faculty, non-senate academics, postdoctoral fellows, and visiting scholars.
- Manages the academic personnel affairs within the divisions, including senate faculty recruitment activities, and overseeing appointments and reappointments for non-senate academics, postdoctoral scholars, and visiting scholars.

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- Serves as liaison with BRS Human Resources, overseeing the recruitment and hiring of new staff, GSIs, and other student personnel, and addressing problems with payroll issues.
- Acts as a conduit/sounding board for the faculty and chairs on HR issues.
- Manages divisional programs and needs, including orientation of new faculty.
- Manages various divisional services and resources (e.g., e-mail lists, meeting rooms and other spaces, shared equipment supplies, etc.).
- Administers facilities and emergency preparedness activities and, in collaboration with the division chairs and Dean's Office, manages space assignments and logistics.

Supervises divisional staff and student assistants.

- Recommends hiring of new employees, salary actions, terminations, performance ratings, and other related issues of managed staff and student employees.
- Acclimates and trains newly hired staff in both divisions and ensures team members have the tools and access they need to perform successfully in their roles.
- Conducts workload assessments and leads prioritization/balancing efforts.
- Actively engages in and supports the professional and career development of direct reports; promotes and supports flexible work arrangements, within the parameters of business need.
- Develops comprehensive job descriptions tailored to specific staff roles within the divisions.
- Ensures descriptions accurately reflect required qualifications, responsibilities, and expectations.
- Establishes and leads hiring committees, as needed for key staffing decisions.
- Coordinates with relevant stakeholders to ensure diverse perspectives are represented in the selection process.
- Effectively develops, leads, and manages teams, harnessing strong team-building skills as a means to build staff morale.

Coordinates planning for academic programs with chairs and broader faculty.

- Assesses needs based on resources and requirements and make recommendations to chairs.
- Work with the chairs and SPH Education Operations and Academic Personnel teams to coordinate teaching assignments, lecturer searches, course scheduling, course evaluations, and curriculum changes.

Oversees student services, including management of staff who coordinate the admissions process with SPH Student Services & Admissions, lead division-related components of Spring Visit Day, New

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Student Orientation, and Commencement, and develop and manage student funding packages.

Work with the division chairs to provide leadership and strategic planning for the divisions, including budget and space allocation, staff structure and functions, anticipating/solving complex and sensitive issues, coordinating faculty committee assignments, and enacting the division's strategic plan.

- Develops short- and long-range planning for administrative services operations; identifies need and carries out improvement to processes.
- Establishes and recommends changes to policies which affect the divisions.
- Gathers, analyzes, prepares, and summarizes financial and HR reports to determine future resource allocations.

Represents the divisions on business affairs to the SPH community, including during accreditation and academic program review processes.

- Serves on internal and campus-wide committees.
- Organizes and coordinates divisional graduate group meetings, search committees, and faculty retreats.
- Collaborates with other administrative managers to establish strategic objectives and plans.

Participates in trainings, workshops, and other professional development opportunities.

- Other duties, as assigned.

Required Qualifications

- 3+ years' experience providing administrative support within higher education institution(s).
- Advanced knowledge of administrative rules and regulations, processes, and procedures with a focus on budget, accounting and fund management, personnel management (including labor contracts and personnel policies), and academic program management.
- Advanced knowledge of a variety of administrative operational activities such as event planning and risk management planning.
- Advanced skills in short- and long-term strategic planning.
- Strong customer service orientation, including excellent interpersonal skills to be able to work effectively across the organization at all levels and with diverse populations including faculty, academics, staff, and students; high degree of emotional intelligence; demonstrated experience

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- building collaborations; proven political acumen in complex, multilayered organizations.
- Demonstrated ability to handle difficult or volatile situations/individuals effectively.
 - Excellent verbal and written communication skills, specifically as it relates to communicating to a variety of internal and external stakeholders; data presentation skills.
 - Demonstrated ability to build and sustain cohesive, high performing teams through excellent management of direct reports, and to achieve goals through subordinate staff.
 - Proven ability to organize work functions in an efficient and effective manner.
 - Demonstrated skills in problem identification and resolution, sound judgment and decision-making, critical thinking/analysis, risk management, negotiation, and creative problem solving.
 - Self-starter; able to work independently, multi-task effectively, as well as foster teamwork.
 - Comfortable, flexible, and adaptable in a fast-moving, high pressure, constantly shifting environment, with frequent interruptions and multiple priorities.
 - Ability to provide guidance and coaching of process and policies to others.
 - Experience utilizing data to identify areas in need of improvement; experience with monitoring/assessing processes and carrying out process improvement efforts.
 - Ability to integrate core concepts of diversity, equity, inclusion, and belonging into everyday practice.
 - Ability to maintain confidentiality, objectivity, sensitivity, discretion, professionalism, and exercise good judgment and tact.
 - Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Advanced knowledge of and/or can quickly learn common University-specific computer applications, web-based collaboration tools, and web-based scheduling, financial and information management.

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 \$110,000 - \$118,000. The full pay scale range for this position classification is \$88,900 - \$163,900 (grade 23).

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 40% 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



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[https://apptrkr.com/get_redirect.php?id=5480680&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5480680&targetURL=U.S.EqualEmploymentOpportunityCommission) poster.

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

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

Referral Source info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

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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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