

Project Policy Analyst 4 (7399U), College of Chemistry -
Dean's Office - 71182
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243045>

Downloaded On: Aug. 31, 2024 10:15pm

Posted Aug. 13, 2024, set to expire Dec. 10, 2024

Job Title	Project Policy Analyst 4 (7399U), College of Chemistry - Dean's Office - 71182
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 13, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Administrative Support/Services
Apply Online Here	https://apptrkr.com/5513301

Apply By Email

Job Description

Image not found or type unknown



Project Policy Analyst 4 (7399U), College of Chemistry - Dean's Office - 71182

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.

Project Policy Analyst 4 (7399U), College of Chemistry -
Dean's Office - 71182
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243045>

Downloaded On: Aug. 31, 2024 10:15pm

Posted Aug. 13, 2024, set to expire Dec. 10, 2024

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.

Departmental Overview

The College of Chemistry is a complex academic unit at UC Berkeley and is internationally recognized for its comprehensive excellence. Its undergraduate and graduate programs in chemistry and chemical & biomolecular engineering are consistently ranked among the top three in the country. The College is actively engaged in a large portfolio of sponsored research (over \$500 million annually), teaching (including large service courses to the rest of the undergraduate campus), and public service. A major goal of the College is to grow the future generation of cutting-edge research scientists and engineers who are instrumental in developing new chemical, material, and biochemical technologies that have applicable uses in improving society.

Position Summary

The Director of Program Development and Execution takes the leadership role in researching,

Project Policy Analyst 4 (7399U), College of Chemistry -
Dean's Office - 71182
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243045>

Downloaded On: Aug. 31, 2024 10:15pm

Posted Aug. 13, 2024, set to expire Dec. 10, 2024

developing, implementing, managing, and reporting on new and innovative methods of generating revenue that will support the strategic plan and goals of the College of Chemistry. This position will assist in maintaining the College of Chemistry's reputation among international universities, government agencies, and similar institutions. The Director will focus on creating several new educational programs that may involve credit and noncredit courses and/or a certificate program.

Application Review Date

The First Review Date for this job is: 08/22/2024.

Responsibilities

- Responsible for developing the design, marketing, and execution of educational departmental programs through collaboration with faculty and college leadership.
- Programs may include credit and noncredit courses, short courses, certificate programs, contract courses, online courses, etc.
- The position will design, develop and execute new programs, work with departments for Summer Minors, expanding the concurrent enrollment program, developing and executing any program that can generate revenue.
- Responsible for the relaunch our Chemistry's undergraduate research program.
- Responsible for administrative and programmatic activities of independent academic or research programs, including assisting with the design and development of the academic program or research being developed (i.e., curriculum development).
- Identifies and collaborates with external partners, conducting analyses of educational needs to inform the creation of revenue-generating programs.
- Develops and presents quantitative business cases to managers and senior leaders.
- Gather and report on quantitative and qualitative data, analyzing trends and information that may be useful in formulating new initiatives or outreach.
- Establishes and oversees in-depth strategic, program, operational, and financial plans of multiple programs to achieve intended milestones and outcomes.
- Provides leadership and oversight for data analysis and strategic planning.
- Reviews applicable policies and procedures, researches issues, analyzes institutional data, prepares reports, and makes recommendations for process improvement.
- Serves on committees and participates in cross-functional teams to solve complex business, process, service, and/or systems issues that may impact programmatic activities.
- Serves as a representative for the College of Chemistry in external meetings with domestic and international universities, government agencies, partner companies, and similar institutions.
- Regularly assesses the programs' effectiveness and recommends changes to achieve maximum

Project Policy Analyst 4 (7399U), College of Chemistry -
Dean's Office - 71182
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243045>

Downloaded On: Aug. 31, 2024 10:15pm

Posted Aug. 13, 2024, set to expire Dec. 10, 2024

outcomes.

Required Qualifications

- Advanced critical thinking and problem-solving skills to manage highly-complex information, assess problems, and develop effective solutions.
- Advanced organizational and project management skills.
- Advanced written and verbal communication skills with the ability to convey complex information in a clear, concise manner.
- Ability to produce and deliver presentations to diverse audiences.
- Advanced interpersonal skills for effective collaboration with managers, professional and technical staff.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Academic background and experience in chemical sciences or related field.
- Experience working in a Higher Ed environment.
- Master's degree in related area and/or equivalent experience/training.

Salary & Benefits

This is a 3yr, full-time (40 hours/week), contract appointment, eligible for UC benefits with the possibility of extension with continued funding. This is a monthly paid, exempt position.

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

Project Policy Analyst 4 (7399U), College of Chemistry -
Dean's Office - 71182
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243045>

Downloaded On: Aug. 31, 2024 10:15pm

Posted Aug. 13, 2024, set to expire Dec. 10, 2024

experience.

The budgeted salary that the University reasonably expects to pay for this position is \$88,900.00 - \$130,000.00. The full salary range for this classification is \$88,900.00 - \$163,900.00.

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 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 https://apptrkr.com/get_redirect.php?id=5513301&targetURL=U.S. Equal Employment Opportunity Commission poster.

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

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



Project Policy Analyst 4 (7399U), College of Chemistry -
Dean's Office - 71182
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243045>

Downloaded On: Aug. 31, 2024 10:15pm

Posted Aug. 13, 2024, set to expire Dec. 10, 2024

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

,