

Manager, Technical & Instructional Support Group
(0444U) - Mechanical Engineering
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243050>

Downloaded On: Aug. 31, 2024 10:14pm

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

Job Title	Manager, Technical & Instructional Support Group (0444U) - Mechanical Engineering
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
Apply Online Here	https://apptrkr.com/5513327

Apply By Email

Job Description

Image not found or type unknown



Manager, Technical & Instructional Support Group (0444U) - Mechanical Engineering

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

Manager, Technical & Instructional Support Group
(0444U) - Mechanical Engineering
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243050>

Downloaded On: Aug. 31, 2024 10:14pm

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

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.

The College of Engineering at UC Berkeley is recognized for its educational and research excellence, consistently ranking among the top three Engineering colleges in the United States. With more than 220 regular faculty members, 1, 600 graduate students and 2,700 undergraduate students located in seven academic departments, Engineering is the second largest college on the Berkeley campus. Operating expenditures for the College as a whole exceed \$190.5 million annually.

Departmental Overview

The Department of Mechanical Engineering is a large academic department within the College of Engineering with 41 faculty, 21 career staff, and approximately 1000 students. The Department is actively engaged in teaching and research in the disciplines of Bio-Engineering, Controls, Robotics, Design, Manufacturing, Materials, Dynamics, Thermo Sciences, Fluid Mechanics, and Solid Mechanics, with research and instructional laboratories in Etcheverry Hall, Hesse Hall, and the Richmond Field Station. Mechanical Engineering's Technical & Instructional Support Group (TIG) consists of 9 career technical staff and forms the primary support to research laboratories, instructional laboratories, and the student access machine shop.

Manager, Technical & Instructional Support Group
(0444U) - Mechanical Engineering
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243050>

Downloaded On: Aug. 31, 2024 10:14pm

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

Aerospace Engineering Major Program

At Berkeley Engineering, we offer a modern aerospace engineering major that combines comprehensive topical coverage, technical rigor and practical relevance. This major has been designed from the ground up for students who aspire to become leaders in an emerging era of aerospace technologies, including sustainable aviation, autonomous flight and space exploration. With a UC Berkeley aerospace engineering degree, you can find employment in industry - such as multinational corporations that design and manufacture aerospace systems at scale, or mid-size and small private companies that develop targeted technologies - or in federal government agencies such as NASA, the FAA or federal defense organizations.

The Manager of the Department of Mechanical Engineering's Technical and Instructional Support Group (TIG) works in parallel with the Department Manager. This position provides managerial leadership and professional expertise in strategic planning, instructional laboratory design, development, and implementation, as well as, comprehensive oversight of all functional areas related to technical & instructional laboratory support: Electronic Engineering Services, Mechanical Shop, and Student Access Machine Shop. Develops short and long-term plans to integrate systems, services and personnel in all areas. Involves professional engineering and engineering technical support as part of academic instructional lab and research projects and programs. Engineering activities include the design, construction, testing of experimental systems, operation of analytical systems, establishment of performance specifications, and documentation. The Manager also provides guidance and oversight on Department security, safety, and emergency preparedness and is a member of the Mechanical Engineering Senior Staff Advisory Group.

Application Review Date

The First Review Date for this job is: August 21, 2024 - Open Until Filled

45% Personnel, Operations, & Financial Management

- Provides management oversight to the unit and ensures that operations are carried out in alignment with department goals and objectives. Provides leadership, professional expertise, and overall direction of all functional areas related to technical & instructional laboratory support: Electronic Engineering Services, Mechanical Shop, and Student Access Machine Shop.
- Manages, often through subordinate supervisors, the coordination of the unit's activities with responsibility for results in terms of costs, methods, employees, and goals. Unit provides professional engineering and engineering technical support as part of academic instructional labs, research projects and programs. Engineering activities include the design, fabrication/construction, testing of experimental systems, operation of analytical systems, establishment of performance specifications, and documentation. Writes or supervises the

Manager, Technical & Instructional Support Group
(0444U) - Mechanical Engineering
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243050>

Downloaded On: Aug. 31, 2024 10:14pm

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

- development of graphical programming software programs used in instructional laboratories.
- Unit also includes the professional electronic engineering team engaged in specialized engineering instruction and research. Involves providing a variety of professional level services to the Department.
 - Ensures operations of multiple units are running smoothly. Ensures appropriate training and supervision of all Career Staff, Work-study, Graduate Student Instructors, graduate and/or undergraduate students on the safe and proper use of shop, research and instructional equipment. Trains Staff on proper demonstration and the presentation of the instructional laboratories.
 - Ensures all engineering projects meet the regulatory and internal scope and requirements of design, construction, and testing of facilities, equipment and instrument systems.
 - Manages, monitors and directs resources in relations to overall operations of the Technical & Instructional Support Group. Includes staff FTE resource management, and financial resource management as it relates to shop and instructional laboratory renovations, new and replacement equipment purchase, etc.
 - Consults with Principal Investigator on innovations to ensure successfully meeting current and future research project and engineering needs. Ensures that assigned research and fiscal management objectives of assigned research projects are successfully met.

25% Planning, Policy Recommendation, & Compliance

- Participates in long and short-term planning for the department. Ensures the coordination, supervision and performance of all activities within the unit necessary to the short and long-term operational and instructional/research-related planning of R&D engineering initiatives to meet current and future needs. Manager develops short and long-term plans and goals to integrate systems, services and personnel in all functional areas. Conceptualizes technical needs including laboratory space renovation, instructional laboratory equipment, Department goals, and student needs. Designs, plans and executes to desired outcome.
- Establishes and recommends changes to policies which affect the department. Analyzes, recommends and implements policy changes as they relate to technical and instructional support. As a member of the M.E. Senior Staff Advisory Group and provides recommendations and input for overall departmental policies as appropriate, in particular for staff personnel matters.
- Ensures all operations are in compliance with internal and external regulatory procedures and reporting requirements. The Manager provides expert guidance and oversight on Department security, safety, and emergency preparedness. Includes thorough knowledge of EH&S and OSHA policies, procedures and guidelines, including chemical inventory control and oversight.

Manager, Technical & Instructional Support Group
(0444U) - Mechanical Engineering
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243050>

Downloaded On: Aug. 31, 2024 10:14pm

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

25% Instructional Laboratory Implementation

- Develops and oversees the implementation of instructional laboratory experiments, programs, policies and projects, including identification of space, space renovation, design/layout of space, identification of equipment and/or equipment design.
- Provides for the overall coordination, supervision and implementation of engineering activities to support laboratory instruction and research. Develops policies and procedures related to the Instructional and Technical Support services.

5% External Relations

- Represents the Department, Faculty/Instructor and/or Principal Investigator at meetings and/or conferences in matters related to engineering design, safety, technical and instructional laboratory projects and initiatives. Often meets and/or corresponds with industry in regards to instructional laboratory equipment donations.

Required Qualifications

- Bachelor's degree in related area and/or 5+ years equivalent experience.
- Broad knowledge of the Engineering function.
- The knowledge required of the incumbent is considerable, diverse and expansive both within as well as outside the traditional disciplines of Mechanical Engineering.
- Broad knowledge of Campus Human Resources and fiscal/budgetary policies and procedures.
- Knowledge of Campus-wide goals and objectives relating to subject area.
- Extensive knowledge of technical and safety policies and procedures, including Campus EH&S and OSHA.
- Strong planning and management skills to establish unit goals and objectives.
- Strong skills and knowledge associated with managing research engineering projects of significance.
- Strong management skills associated with the planning, development, and construction of engineering research projects for the unit.
- Highly effective communication and presentation skills to convey complex information in a clear and concise manner to diverse groups.
- Ability to relate well to the novice engineer and designer, and impart best practices within the facilitative design and fabrication of complex class and research projects. Demonstrated advanced interpersonal skills to effectively interact with senior management, peer level managers and outside contacts on matters of significance.

Manager, Technical & Instructional Support Group
(0444U) - Mechanical Engineering
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243050>

Downloaded On: Aug. 31, 2024 10:14pm

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

- Ability to work in a highly collaborative manner with both external and internal contacts.
- Ability to identify challenges and barriers and provide resolution.
- Ability to prioritize and oversee research initiatives for units in order to achieve goals and objectives.

Preferred Qualifications

- Some graduate level coursework preferred.

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, 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 \$134,200 to \$170,000 yearly. This is a 100% FTE career position eligible for full benefits. This position is FLSA Exempt and paid monthly.

Driving Required

A valid driver's license and DMV check for driving record is required.

Diversity Statement

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

Conviction History Background



Manager, Technical & Instructional Support Group
(0444U) - Mechanical Engineering
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243050>

Downloaded On: Aug. 31, 2024 10:14pm

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

Manager, Technical & Instructional Support Group
(0444U) - Mechanical Engineering
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243050>

Downloaded On: Aug. 31, 2024 10:14pm

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

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](#).

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

,