

Executive Officer, Space Sciences Laboratory (0549U)
71720
University of California, Berkeley

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Downloaded On: Nov. 24, 2024 1:58am

Posted Aug. 26, 2024, set to expire Dec. 21, 2024

Job Title	Executive Officer, Space Sciences Laboratory (0549U) 71720
Department	Space Sciences Laboratory
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services Finance/Investment Management Human Resources
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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.



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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.

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Departmental Overview

The Space Sciences Laboratory (SSL) is an Organized Research Unit (ORU) of the Berkeley campus reporting to the Vice Chancellor for Research. SSL's primary goal is to foster research in space-related sciences and to provide education for the next generation of space scientists. Research at SSL, led by Berkeley faculty and SSL Senior Fellows, focuses on experiments and observations carried out in space as well as theoretical and basic research.

Job Summary

Manage the general operations as well as administrative and financial services of a large Organized Research Unit (ORU). This includes day-to-day activities in administration, finance, and human resources and may also include IT, facilities, or student services. General management activities include long and short range strategic planning in determining the mission and directing all activities of multidisciplinary departments through subordinate management staff.

Responsibilities

Operational and Business Leadership

- Develop, implement, and manage the operational and business models to support the facility's research, development, spaceflight operations, and fabrication activities.
- Supervise and provide leadership to the core administrative and operational staff, fostering a collaborative and high-performing team environment.
- Make decisions on administrative and operational matters to ensure the achievement of organizational objectives, including operational and budget processes, staff FTE management, finance oversight, recharge administration, fundraising strategies, human resources management, and space planning.
influence the identification and framing of systemic issues within the operations organization, collaborating with the Executive Committee to develop and advance strategic approaches to address them.
- Lead and/or participate in organizational design initiatives within SSL and campus, ensuring efficient restructuring of work and staffing to optimize operational efficiency.
- Obtain appropriate advice and resources from HR, Organizational Development, Legal, Facilities Management, Budget, and other relevant departments during planning and implementation stages.
- Maintains integrity of SSL through management and oversight of staff. Instills strong

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management practices among collaborating managers and Principal Investigators.

Strategic Management, Compliance and Oversight

- Collaborate with staff and academic managers and principal investigators to plan, design, influence, and implement campus strategic plans and objectives.
- Represent SSL in campus-wide meetings and discussions related to strategic planning and operational initiatives.
- Serve as a representative of SSL's Executive Committee, with authority to make informed decisions in high-level task forces and strategic planning groups.
- Negotiate directly with high-level stakeholders including senior campus administrators, other UC locations, federal and public agencies, and the community to develop solutions to complex operational and business issues.
- Provide briefings to Executive Committee on current and emerging issues affecting SSL's strategic direction and operational effectiveness.
- In conjunction with the Lab Director, ensure policies, and procedures for SSL are followed and monitor/implement policy compliance measures relevant to SSL's operations.
- Direct the program operations, planning, and budget oversight of the immediate office.
- Coordinate with program managers to implement and administer Export Control compliance (e.g., EAR and ITAR) and measures required by Organizational Conflict of Interest constraints.

Strategic Management and Advisory Responsibilities.

- Advise SSL Director and Executive Committee on high-profile and controversial situations, and strategic influencing across various departments and stakeholders.
- Stay informed about current and emerging issues in higher education and government to provide strategic insights and foresight to executives.
- Develop and implement long-term strategic decisions related to resource allocation that impact SSL objectives, as outlined in the SSL Strategic Plan.
- Provide expertise to departmental and project management teams in developing effective techniques and processes to aid them.
- Support SSL Operations/Staff management in navigating challenging situations, negotiations, and influencing senior leaders across campus.

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Leadership and Committee Involvement.

- Serve on SSL Executive Committee and as Executive Officer of SSL committees on Equity, Space, Engineering, and Safety. Serve on campus and system-wide committees (i.e., DEIB) as needed.

Contract Negotiation and Management- Outside Services.

- Negotiates and directs agreements with other research institutions and laboratories, community enterprises and contracts for facility usage and employment services.

Contracts & Grants

- Directs the management of SSL's general appropriation, endowment, grants and contracts and gift funds.

Required Qualifications

- Significant executive management experience in a large and complex public academic institution or similar setting.
- Ability to engage with, and successfully navigate within, complex bureaucracies (e.g., government, academia), following appropriate protocols and procedures with a focus on strategic resource management (budget, account and fund management); proven success working on personnel management of labor contract(s) and working with personnel policy.
- Broad knowledge and ability to oversee multiple administrative and operational functions, such as: financial and program analysis, human resources and risk management planning, and/or business development.
- Excellent ability to establish metrics for department and employee goals which measure effectiveness of contributions to efficient operations of the organization. Management and conflict resolution skills to effectively lead and motivate others without a requirement for direct authority.
- Demonstrated ability to quickly evaluate complex issues and identify multiple options for resolution. Excellent leadership abilities to oversee multiple functions or departments through subordinate and partnering managers.
- Ability to lead, work and collaborate with system-wide entities in support of the organization's priorities. Diplomacy in working between multiple disciplines (scientific, technical, managers,

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- administration) within a large, matrix organization.
- Capability to operate at a unit/organizational level, with an emphasis on diagnosing and mitigating inefficiencies and driving organizational policy within the context of the organization's growth.
 - Advanced skills in strategy development, systems planning, and change management. Strong strategic thinking skills to understand business needs, organizational design, and resources allocation for both short- and long-term planning and implementation.
 - Advanced knowledge of administrative management theory and ability to translate into practice.
 - Advanced project management skills, including the ability to manage capital projects or similar projects of equivalent complexity and impact.
 - Excellent skills to work collaboratively and act persuasively in sensitive situations. Skills in effective conflict management. Skills in establishing and implementing customer service standards. Strong verbal and written communication skills, as well as ability to influence/persuade all levels of staff.
 - Broad knowledge of Federal Acquisition Requirements (FAR), and other Contracts & Grants policies (NASA as an example preferred) and their reporting procedures with an emphasis on complex and/or high-value contracts (excess of \$50M preferred).
 - Posses ability to understand and navigate complex regulatory environments (preferably federal), effectively manage projects and initiatives, and integrate compliance best practices into organizational processes and workflows.
 - Commitment to the values of diversity, equity, and inclusion, as well as equity-minded.
 - Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Manage the engagement with external funding agencies.
- Broad knowledge of common campus-specific and other computer application programs.
- Familiarity with ANSI-748 compliance and Earned Value Management (EVM) accounting systems.

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



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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 anticipated salary will be in the mid to high 200s. The full salary range for this position classification is to 151,400.00 - 301,800.00

How to Apply

To apply, please submit your resume and cover letter.

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."

Other Information

This search is supported by Berkeley Executive Search.

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



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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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