

Associate Director - Student Activities Operations (4565U)
73387
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=246946>

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Posted Oct. 11, 2024, set to expire Feb. 7, 2025

Job Title	Associate Director - Student Activities Operations (4565U) 73387
Department	Student Engagement
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 11, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Student Services
Apply Online Here	https://apptrkr.com/5715772

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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

The Student Engagement Portfolio

The Student Engagement unit within the Office of the Associate Vice Chancellor and Dean of Students (reporting into the division of Student Affairs) is at the center of student life at UC Berkeley. It is the campus department primarily responsible for encouraging student involvement and facilitating leadership development opportunities. It serves a critical role in providing administrative, advising, and programmatic support to many student communities, including approximately 1,000 or more registered and sponsored student organizations, student leadership programs, bridges Multicultural Resource Center, Recruitment and Retention Centers, and Queer Alliance Resource Center (QARC). The Student Engagement portfolio promotes a student-centered learning environment by empowering students to pursue their co-curricular interests, to cultivate their leadership skills, and to develop holistically. As student affairs practitioners and scholars, a team of advisors works with diverse communities of students, staff, faculty, and other stakeholders to enhance the overall student experience and educational environment of UC Berkeley.

Application Review Date

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The First Review Date for this job is: October 23, 2024

Responsibilities

Overview:

Reporting to the Director of bridges, this position is a part of the unit team and has responsibility for developing, leading, and providing advising, support services, and experiential leadership development opportunities to sponsored student organizations, registered student organizations, such as performing arts, LGBTQ+, and/or cultural & identity focused groups on the UC Berkeley campus. This position is a part of the Student Engagement Portfolio team and has responsibility for providing advising, support services, and experiential leadership development opportunities to sponsored student organizations, registered student organizations, and student-initiated programs at UC Berkeley. Specifically, this position supports student-initiated programs through the bridges Multicultural Resource Center and a coalition of 7+ Recruitment & Retention centers (RRCs). This includes, but is not limited to, recruitment and retention centers that support Black students (BRRC), Middle Eastern & North African students (MENA), Mixed students (Mixed @ Berkeley, MRRC), Indigenous and Native students (INC), Pilipinx students (PASS), Latinx/Chicanx students (Raices); and immigrant refugee, and underserved Asian/Pacific Islander students (REACH!). These student-initiated and student-run organizations provide programs and opportunities to empower underrepresented students to pursue post-secondary education and engage current students in programs and activities that aid in the retention of URM students UC Berkeley.

Advising:

- Advisor to University Sponsored, Student Initiated Programs: Manages a program by providing counseling, guidance, and development to student organization leaders; represents the organizations with the UC, the local community, and other relevant audiences.
- Guides and supports students on the planning and execution of Recruitment and Retention efforts, yield events, outreaches, retreats and additional programs
- Provides ongoing, transformational advising and development to a diverse population of students, including first-generation, low income, student leaders.
- Develops and implements workshops and training sessions for students and members of student organizations/communities.
- Monitors and administers the promotion of student events, projects, initiatives, activities, and DeCals.
- Oversees a student affairs or student life program targeted at supporting the learning and developmental needs of students.
- Advises groups on leadership and organizational development, conflict resolution, event

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planning, fundraising, officer transitions, financial policies, campus procedures, management, and campus and community outreach as needed.

- Utilizes student development and leadership practices and theories to design and implement advising services for student involved campus programming board, and leadership programs.
- Collaborates with student leadership and organizations in designing development, advising, support, and leadership programs for their perspective members and affiliates.
- Participates on bridges and RRC specific Advisory Boards.

Services and Resources:

- Convenes with various campus partners to improve and expand existing programs and to develop additional opportunities via needs assessment, research of best practices, coordination of stakeholders, and evaluation of program effectiveness.
- Oversees the development of leadership training, new leadership orientation, summits, and minor training.
- Establishes leadership and student development competencies and outcomes to regularly assess impact of programs and services and make necessary modifications to ensure consistent alignment with Student Engagement framework/philosophy for student advising and leadership.
- Designs leadership programs applicable for all UC Berkeley students.
- Develops and maintains complex or sensitive relationships with external organizations (schools, districts, management) critical to program success.
- Establishes leadership and student development competencies and outcomes to regularly assess impact of programs and services and make necessary modifications to ensure consistent alignment with Student Engagement Portfolio framework/philosophy for student advising and leadership.
- Prepares contracts, books vendors, negotiates rates, and serves as a primary staff point of contact for major and medium events.
- Creates web forms and processes that allow for financial transactions between bridges and Student Affairs Business Operations.
- Manages purchasing and shipment of office and programmatic supplies for all eight centers.
- Maintains codes and assignments to specially designated storage cages, including tracking the inventory of wellness supplies.
- Organizes the schedules, food orders, and communication with MCC for semi-annual Study Jams
- Completes annual Student Academic Preparation and Educational Partnerships (SAPEP) data reporting of recruitment.

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Advocacy and Support:

- Serves as the only staff, in the Division of Student Affairs, outlined to do direct student facing Equity & Inclusion work.
- Consults campus and community stakeholders including the Division of Equity and Inclusion, the VP of Student Affairs, the UC Office of the President, UDAR on ways to design student services that meet the needs of diverse student communities.
- Supports the retention of students, in collaboration with the MCC and UHS, to hire, train, and retain a Wellness Coordinator/therapist, as well as continually renew the grant to fund the position.
- Serves as the bridges liaison/advisor to the LEAD Center, ASUC, GA, and Administrators.
- Advocates with the Basic Needs department for CalFresh access and funding.
- Acts as a liaison among students, campus departments, and administration in both daily operations and highly sensitive situations.
- Responsible for identifying, creating, and maintaining collaborative relationships across campus, specifically with academic departments who sponsor or recognize registered student organizations, such as the Registrar's Office, the Center for Educational Justice & Community Engagement, Stiles Hall, and the Restorative Justice Center.
- Assist in the creation, execution, and assessment of professional staff development opportunities for the Student Engagement Portfolio staff.
- Serve as a consultant for other leadership program development with the Student Engagement Portfolio and the greater division.

Fiscal Management & Administration:

- Manages State issued SAPEP funding of \$78,000 from the UCOP within the university account system
- Governs financial requests, stipends, reimbursements, advances, etc. for \$2 million in referendum fees within the ASUC's Business and Finance system.
- Annually trains nearly 100 student leaders on financial literacy and the ASUC Business and Finance operating system, including in developing program budgets, teaching fiscal responsibility, and understanding policy.
- Interprets grant language to ensure resources are used efficiently and effectively; and if necessary, monthly/annual reports are compiled and submitted according to due dates.
- Articulates ASUC financial support services to campus departments who use the university

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accounting system and to vendors.

- Meets weekly with the ASUC Business and Finance staff to process transactions.
- Contributes to department wide strategic planning and report writing, enacts critical role of moving forward department vision to internal and external stakeholders.

Collaboration and Professional Development:

- Remains abreast of current literature and trends related to student development.
- Attends pertinent conferences and presents information for shared knowledge.
- Participates in department and campus committees, programs, and projects, as assigned.
- Remains knowledgeable on best practices related to the advising of cultural and identity-based undergraduate organizations.
- Identifies opportunities to become involved in national organizations.
- Remains abreast of current literature and developments in the field related to campus programming, leadership programs, and student advising.

Other Duties as assigned:

- Involvement in tasks specific to unique circumstances which are unplanned.
- May supervise clerical and/or student staff

Required Qualifications

- Advanced knowledge of common University-specific computer application programs and knowledge of University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Advanced knowledge of Student Affairs / Student Life specialization.
- Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
- Advanced abilities in project management, problem identification and reasoning skills.
- Knowledge of principles and procedures involved in risk assessment and managing appropriate outcomes.
- Demonstrate an advanced skill and knowledge in multicultural affairs, social justice practice and pedagogy.
- Ability to manage multiple assignments and projects successfully in a fast paced, politically charged environment.

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- Demonstrated ability to communicate effectively one-to-one, in small groups, and in public speaking contexts.
- Ability to mediate conflict, problem-solve, and respond appropriately to student concerns.
- Ability to interact at all levels with campus and community constituents and stakeholders with a high level of political acumen.
- Strong interpersonal skills with the ability to work both collaboratively and independently with students, staff, faculty, and the public.
- Strong organizational and verbal/written communication skills.
- Ability to mediate conflict, problem-solve, and respond appropriately to student concerns.
- Manage operational and personnel expenses within an established budget during the fiscal year for the student advising and leadership programs.
- Ability to analyze financial information and make recommendations to student leaders as part of the overall approach to strategic decision-making.
- Have the tools and techniques for effective financial management including financial statement analysis, program analyses, budgeting, forecasting, and overall business model sustainability.
- Ability to synthesize and effectively communicate financial data in understandable ways.
- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Master's degree.



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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 range that the University reasonably expects to pay for this position is \$85,000 - \$90,000

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.

How to Apply

To apply, please submit your resume and cover letter.

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



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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

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