

Director of Partnerships & Career Development (4517U),  
College of Chemistry - Dean's Office - 73853  
University of California, Berkeley

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Posted Oct. 23, 2024, set to expire Feb. 19, 2025

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| <b>Job Title</b>            | Director of Partnerships & Career Development (4517U), College of Chemistry - Dean's Office - 73853 |
| <b>Department</b>           | College of Chemistry  |
| <b>Institution</b>          | University of California, Berkeley<br>Berkeley, California  |
| <b>Date Posted</b>          | Oct. 23, 2024   |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Director/Manager  |
| <b>Academic Field(s)</b>    | Student Services<br>Educational Services<br>Counseling Services<br>Alumni Relations                 |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/5742663">https://apptrkr.com/5742663</a>                               |
| <b>Apply By Email</b>       |   |
| <b>Job Description</b>      |   |

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### About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity



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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 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](http://grow.berkeley.edu).

## Departmental Overview

The Colleges of Chemistry (CoC) and Engineering (CoE) at UC Berkeley are recognized for their educational and research excellence, consistently ranking among the top one to three Science and Engineering programs in the US. The combined Colleges have close to 300 regular faculty members, 2000 graduate students and 3500 undergraduate students located in nine academic departments. The CoC and CoE lie at the intersection of a number of distinct science and engineering disciplines, multiple major multi-campus institutes, and several campus-wide strategic initiatives. In all cases, the two Colleges prepare scientists and engineers with the multidisciplinary skills to lead enterprises of all scales, in industry, government and the nonprofit sector.

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UC Berkeley's Master of Molecular Science and Engineering (MSSE) is an online professional master's program within the College of Chemistry and is offered in collaboration with the College of Engineering. The program equips scientists and engineers with the software engineering and machine learning skills needed to address real-world challenges in molecular sciences. Additionally, it develops leadership capabilities for managerial and executive roles in software-driven organizations and entrepreneurial ventures. Designed for students with backgrounds in chemistry, physics, biology, math, engineering, computer science, or related fields, the MSSE curriculum emphasizes computational science, data science, machine learning, software engineering, and high-performance computing, with a strong focus on advanced machine learning, complex mathematical modeling, simulations, and software development.

### **Position Summary**

This role involves planning, developing, and implementing programs and activities focused on the career development of students. It includes providing counseling and advising services for students, and building connections with alumni, potential employers, capstone project partners, and internship providers.

The Master of Molecular Science and Software Engineering (MSSE) is a professional graduate program within the College of Chemistry, in collaboration with the College of Engineering. It aims to train scientists and engineers in Software Engineering and Machine Learning, with a special emphasis on Computational Molecular Science. Graduates are prepared for careers in Software Engineering, Data Science, Machine Learning, and research roles in areas such as Computational Chemistry, Cheminformatics, Bioinformatics, Computational Biology, Computational Neuroscience, Quantum Computational Chemistry, Nanotechnology, and other related fields.

This position plays a critical role in supporting MSSE students' career development by providing tailored counseling and programs to meet their unique needs. Responsibilities include assessing student needs, developing strategies, and designing, coordinating, implementing, and evaluating services and resources to help students pursue their career goals. A key aspect of the role involves building relationships with external organizations to assist students in finding internships and capstone projects.

MSSE students are required to complete a capstone project as part of their degree, where they collaborate with an industry partner or external organization. This position is responsible for managing relationships with potential capstone partners to ensure students have access to suitable projects. Additionally, the role involves working with students and external organizations to help them secure

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specialized internships.

Given the high expectations of students and the evolving job market, this position must offer expert internship and career services tailored to the advanced needs of MSSE students, who may be working professionals or career changers pursuing the degree part-time or full-time. The role requires staying up-to-date with industry trends and emerging fields to effectively engage with both students and employers.

The position also provides leadership in the areas of internships, career services, and capstone projects. This includes representing the program in school-wide internship coordination efforts and managing the full cycle of internship support services for MSSE students. Additionally, the role involves building a unique network of relationships between employers, faculty, staff, and students, linking them with the resources, programs, and services needed to support their specialized career goals.

### **Application Review Date**

The First Review Date for this job is: 11/04/2024.

### **Responsibilities**

#### Career Development Strategy

- **Career Services Oversight:** Oversee career counseling, job search assistance, resume workshops, and interview preparation for MSSE Students.
- **Career Pathways:** Develop and maintain career pathways and resources aligned with MSSE specializations, industry trends, and student interests.
- **Job Search Support:** Collaborate with companies and organizations to create job opportunities for graduating MSSE students.

#### Partnership Development

- **Building Industry Relations:** Establish and maintain relationships with businesses, organizations, nonprofits, and government agencies relevant to the MSSE degree.
- **Securing Partnerships:** Develop Partnerships for capstone projects, internships, guest speakers, research, and job placement opportunities

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### Capstones and Internships

- Capstones: Identify and collaborate with external partners to identify real-world projects that match the learning objectives of the MSSE degree and work with faculty to ensure that the proposed capstone projects provide students with valuable learning experiences.
- Internship Programs: Develop, coordinate, and manage internship programs that provide hands-on, practical experience for MSSE students.

### Program and Curriculum Support

- Advisory Boards: Work with advisory boards, consisting of industry professionals, to ensure that the curriculum remains relevant and aligned to industry needs.
- Guest Lectures and Events: Coordinate career fairs, networking events, workshops, and guest lectures that connect students with professionals in the field.
- Workshops and Training: Participate in workshops, trainings, and other professional development opportunities.

### Student and Alumni Engagement

- Mentorship Programs: Establish mentorship opportunities between students and industry professionals, including alumni.
- Alumni Engagement: Leverage alumni networks to create partnerships that benefit current students and foster mentorship or recruitment pipelines.
- Alumni Career Support: Offer continuous career services to alumni, keeping them engaged with the program and helping with their career transitions.

### Strategic Planning and Reporting

- Strategic Development: Develop and execute a strategic plan for expanding partnerships and improving career outcomes for MSSE students.
- Data and Metrics Analysis: Use data on employment trends, student placement, and industry needs to refine career services and partnership strategies.
- Program Growth: Identify opportunities to expand the MSSE program in response to market demand.

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Other duties, as assigned.

### **Required Qualifications**

- Advanced knowledge of career development theories, adult development theory, counseling processes, career coaching techniques, career decision making, learning styles, and job search techniques.
- Advanced knowledge of needs assessment theory, processes, and practice; workshop and program design.
- Advanced knowledge of and/or can quickly learn UC programs, career services, employer, alumni, and faculty needs and expectations, recruiting and staffing methods, employment trends.
- Strong ability to design and modify computer applications to meet program needs, problem identification, presentation skills, verbal communication, written communication, and organization skills.
- Strong ability to work with people from diverse cultures.
- Advanced degree in related area and/or equivalent experience/training.

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## 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 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 annual salary that the University reasonably expects to pay for this position is \$95,000.00 - \$120,000.00. The full salary range for this classification is \$80,400.00 - \$145,400.00.

## 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 80% 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



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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=5742663&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5742663&targetURL=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](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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