

Assistant Director, Fall Program for First Semester
(4579U) - 73706
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=247736>

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Posted Oct. 28, 2024, set to expire Feb. 23, 2025

Job Title	Assistant Director, Fall Program for First Semester (4579U) - 73706
Department	Summer Sessions, Study Abroad, Lifelong Learning & University Extension
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Associate/Assistant Director
Academic Field(s)	Student Services Educational Services Counseling Services Admissions/Student Records/Registrar
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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

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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.

Departmental Overview

Summer Sessions, Study Abroad, Lifelong Learning & University Extension (SSALLEX) is the extended education division of the University of California, Berkeley and an essential part of the University's mission to extend the research and scholarship of UC Berkeley to a global community.

SSALLEX is a vibrant and dynamic organization that enables more than 60,000 visiting UC and potential Cal students; parents, faculty, academic units, international business partners, and central campus service providers engage in campus activities. The department provides more than 2,000 summer courses, fall freshmen programs, study abroad experiences, global internships, and year-

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around programs or courses, lectures, special events and interest circles for older adults.

Position Summary

Under the supervision of the Director of New Student & Pre-College Programs the Assistant Director provides leadership for the advising and administrative operations for the Fall Program for First Semester (FPF). Oversees a wide range of student services and handles key responsibilities for the program, which includes over 750 incoming first-year students at UC Berkeley. Works with UC Berkeley SSALLEX leadership, FPF instructors, staff, and students to manage the following: academic advising, recruitment and admissions, student orientation and events, program planning and scheduling, instructor recruitment and hiring, budgeting and finance. Monitors student academic progress and assists students in making appropriate educational choices and decisions. Conducts informational sessions and provides advice. Also includes management of staff to support administrative, advising, operational, and programmatic efforts.

Application Review Date

The First Review Date for this job is: 11/08/2024.

Responsibilities

Curriculum Planning and Academic Oversight:

- Working closely with the Department Director, determines FPF curriculum and course offerings. Oversees new course and instructor approvals with campus departments.
- Manages new instructor recruitment with Program Specialist and Director.
- Works with Program Specialist to establish course schedules, optimizing facilities usage.
- Oversees all instructional staff support processes, which include dissemination of contracts, submissions of all relevant paperwork, textbooks, AV support, etc.; seeks approval for updates to the instructor employee contract based on unique programmatic needs.
- Provides recommendations and guidance to FPF team regarding the highly complex classroom and student course scheduling activities based on analysis of enrollment patterns and future target enrollment and revenue.

Supervision, Management & Leadership

- Provides guidance and direction to Student Service Advisors on the most complex and sensitive

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issues.

- Personally, may provide the full range of student services advice to management, faculty, and students.
- Determines work flow, work projects and priorities for staff; approves vacation and sick leave; promotes professionalism and career development; chairs staff meetings and is responsible for communicating and implementing relevant changes in both internal and external policies and procedures.
- Assumes responsibility for and makes independent decisions regarding the overall administration and implementation of academic and administrative services; determines or revises all processes and procedures as needed for the improvement of all program services and functions; assumes responsibility for the program's impact on collaborating departments on campus or Extension.
- Monitors employee performance and provides direction and assistance; Counsels and evaluates employee performance.
- Provides training to subordinates.
- Recommends corrective action, hiring, and separation of employees when appropriate.
- Hires, evaluates performance and plans program orientation for new employees; participates in corrective action when necessary.
- Works with Director in creating, maintaining, and managing the department's FPF's annual budget.

Academic Advising:

- Identifies and refers for resolution intricate student issues/grievances such as alleged discrimination, complex grade dispute issues, and students' personal crises; recommends petition exceptions that affect the requirements of multiple departments; facilitates new course approval through interaction with the coordination of College Policy, Academic Senate, or similar organization.
- Resolves grades disputes and approves retroactive course drops, atypical student issues (e.g. serious personal or academic problems), and other exceptions to stated policy; assures all final grades are submitted by a strict deadline which impacts operations at other campus departments.
- Recommends to department management changes to student services policies and procedures. Analyzes the consequences of FPF academic policies and recommends new or changed policies; recommends solutions to organization's problems without precedent.
- Implements and administers program and relevant campus policy; interprets University, college (Letters and Science) and program requirements, and may adjust or write policies and procedures either independently or in consultation with Extension or campus experts
- Works with leadership to update courses to keep them in compliance with campus academic

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practice and policy; keeps abreast of academic policy within the College of Letters and Science and its impact on the program's academic policy and student services

Recruitment and Admissions:

- Works closely with the Office of Undergraduate Admissions on outreach strategies, and helps identify targeted institutions to meet organization's goals.
- Supports with all student recruitment activities and student affairs activities; facilitates student access to campus services and responsive and efficient service to all program constituents; participates in direct student academic advising.
- Manages the development or update of marketing, recruitment and orientation presentation materials to students and campus staff; writes copy for the program website and other public sources; presents at various events and meetings.

Required Qualifications

- Knowledge of advising and counseling techniques.
- Knowledge of and/or can quickly learn common University-specific computer application programs.
- A functional knowledge of and/or can quickly learn UC Berkeley systems.
- A strong understanding of and/or can quickly learn various campus and Extension databases, systems of record, and the use of various types of technology for student data management, marketing and overall program management.
- Strong computer skills in Excel, Access, Word, Outlook.
- Ability to learn and apply new technology or computer applications.
- Strong skills in team leadership and personnel management.
- Skills in project management, social perceptiveness to be aware of others' reactions and understanding why they react as they do.
- Ability to manage multiple deadline driven projects; strong analytical skills; ability to consider multiple and competing factors in designing objectives and goals; exceptional organizational skills.
- Ability in problem identification and solving.
- Ability to exercise judgment, discretion, and decisive action based on sound information.
- Ability to develop original ideas to solve problems, persuasion, leadership.
- Knowledge of and/or can quickly learn University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Knowledge of and/or can quickly learn the procedures, processes and policies of the University,

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- Extension, and several Undergraduate Affairs units.
- Strong communication skills, political acumen.
 - Ability to forecast while meeting complex scheduling goals, enrollment and revenue targets, intermediate accounting skills.
 - Ability to interact with all levels of the campus community to establish collaborative relationships.
 - Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Advanced degree or equivalent experience in education, student affairs/student development, advising and outreach/recruitment; educational program management/development.

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 experience.

The budgeted annual salary that the University reasonably expects to pay for this position is \$93,976.00 - \$100,800.00.

How to Apply

- To apply, please submit your resume and cover letter.

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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 is not a visa opportunity.
- This position is eligible for some remote work within the United States. 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=5756550&targetURL=U.S. Equal Employment Opportunity Commission poster.

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

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

Referral Source Info



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This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

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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