

Director of Advising and Instructional Support (0322U) Job
74383 - Data Science Undergraduate Studi
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=248931>

Downloaded On: Nov. 19, 2024 12:33pm

Posted Nov. 15, 2024, set to expire Mar. 14, 2025

Job Title Director of Advising and Instructional Support
(0322U) Job 74383 - Data Science Undergraduate
Studi

Department

Institution University of California, Berkeley
Berkeley, California

Date Posted Nov. 15, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Student Services
Educational Services

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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

Data Science Undergraduate Studies (DSUS) offers a range of academic, cocurricular and enrichment programs-including the Data Science major and minor-with a wide-reaching impact both across UC Berkeley and beyond. Designed in collaboration with faculty from across Berkeley, Data Science invests students with deep technical knowledge, expertise in how to apply that knowledge in a field of their choosing, and an understanding of the social and human contexts and ethical implications of how data are collected, analyzed, and used. This combination positions graduates to help inform and develop solutions to a range of pressing challenges, from adapting industry to a new world of data, to amplifying learning in education, to helping communities recover from disaster.

DSUS is part of the College of Computing, Data Science and Society (CDSS), which strives to develop, implement and share high-quality, ethics-oriented and accessible curricula, educating a diverse student body in data science, computing and statistics. Core to the college is an understanding of how computing and data science affect equality, equity, and opportunity-and the capacity to respond to social challenges.

Reporting to the Executive Director of Data Science Undergraduate Studies (DSUS), this position serves in a key operational leadership role responsible for overseeing and executing a wide range of operational, administrative and student service functions to support undergraduate education administered by DSUS. Data Science offers one of the largest majors and minors on campus, and operates courses that enroll ~5,000 students each semester. Key responsibilities include supervision

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and leadership of advising and instructional support staff, overseeing program development and logistics, academic policy and curriculum, and instructional support. This role is integral in policy setting and adaptation for all undergraduate affairs in DSUS as the academic offerings continue to grow and evolve as a result of the move into the College of CDSS, a new comprehensive review admission process, and the development of and evolution of new instructional models due to changes in campus policy and as a result of a new UAW bargaining agreement.

Application Review Date

The First Review Date for this job is: 11/27/24 - Open until filled

Responsibilities

40% Program administration/operations:

Manages, plans and administers a wide range of administrative operations in Data Science Undergraduate Studies (DSUS) related to academic advising, course administration and instructional support.

Advising:

Oversee Data Science advising team, implementing advising strategies to support students with a range of policy, programmatic, and administrative issues relevant to the Data Science major and minor. Maintains in-depth understanding of the Data Science curriculum as it relates to the undergraduate program and advising. Creates and provides innovative advising services and programs to meet the ever evolving needs of the undergraduate student population. Work is implemented by direct reports.

Instructional support:

Manage streamlined workflow to support Data Science instructors each semester for all DS administered courses, which may include:

- Manage instructor handbook and responsible for regular updates, disseminating information to Data Science instructors each semester.
- Communicate with instructors and course staff (ASEs) at the start of each term (FL/SP/SS) regarding policies, procedures, points of contact for issues including DSP/ Alternate exam room reservations, communication about photocopying, exam scanning, building hours, etc.
- Communication with Unit 18 lecturers each semester, assessing instructor needs, assigning space, creating policies for shared space, and resolving space use issues as they arise.

Partner with instructors to assess and develop processes for individual courses around waitlists, section enrollment, as needed. Work implemented by direct reports. Oversee instructional facilities and equipment owned by DSUS, including access and usability. Serve on safety committee and respond to

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safety concerns.

Assists in the design and drafting of organizational website content; drafts newsletters and correspondence to organizational constituents. Serves on committees, representing department / unit.

20% Staff supervision:

Lead the Advising & Instructional support unit, including a total 9 FTEs and ~5 direct reports. Regularly assess workload and bandwidth of each direct report to support staff morale and to inform staffing and resource decisions more broadly. Makes decisions on performance, salary actions, hiring decisions and other human resources related issues of managed staff

Provides strategic planning to lead Data Science Advising and Instructional Support team, coordinates with campus partners, and develops proactive programs to align with student and instructional needs and overall DSUS strategic objectives. Provides guidance and assistance to the most complex and/ or precedent-setting issues. Provides direction to professional student services advisors on the more complex issues encountered.

Counsels and evaluates employee performance Recommends employees for promotion when warranted. Recommends corrective action, hiring, and separation of employees when appropriate.

Develops/maintains strategic partnerships with campus partners. Through supervision of the ASE program, responsible for oversight of hiring Academic Student Employees (ASE). Gathers, analyzes, prepares and summarizes financial and business process/workflow reports. Responsible for staying knowledgeable and abreast of all UAW contract changes.

20% Program Coordination, Assessment, and Policy Ensures effective planning, implementation, and ongoing assessment of student services. Implements and analyzes student appointment survey data and utilizes it to make recommendations for the improvement of programs as well as initiating new programs and/or services to meet changing student and programmatic needs.

Collaborates with DSUS leadership in developing Data Science student services including how to improve it and to meet growth and intended outcomes. Actively collaborates with and solicits input from Data Science community members (e.g. staff, faculty, current students) on how to best serve students while meeting their needs.

Serves as policy expert for the Data Science academic programs. Ensures established policies are followed and clearly communicated to students. Advises DSUS leadership on the formulation of department policy by advising on areas needing clarification and identifying solutions; analyzes the

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consequences of organization's academic policies and recommends new or changed policies; recommends solutions to organization's problems without precedent. Makes recommendations on exceptions to policy. Recommends to DSUS leadership changes to student services policies and procedures. Oversees program curriculum including preparing course proposals, analyzing enrollment trends, advising program leadership on course offerings, and supervising scheduling and enrollment management functions.

10% Evaluates the effectiveness of the student services function, and makes changes to the program to provide better service to organizational management, faculty, and students. Perform studies for resource plans, including approaches, trends, sources, and uses for advising and instructional support. Consults with other campus departments on best practices to guide development and implementation of policies and processes. Seek feedback from stakeholders (i.e., ASEs, enrolled students, and instructors) about needs and effectiveness of processes.

5% Plans, develops, and administers the student services budget for the organization. Budget/ finance Responsible for developing and managing advising and instructional support budgets that are included in the overall DSUS budget. Partners with DSUS Executive Director and Faculty Director on reviewing ASE hiring requests that impact TAS budget allocation. Specific responsibilities include:

- Reconciliation of expenses for DSUS events to include Blu card/EPC transaction reconciliation.
- Approval of funding entries and position numbers and processes stipends for Academic Student Employees, serves as the backup approver for direct retro payments.
- Responsible for departmental award processing.

5% Professional Development, which may include serving on committees, representing department/unit.

Required Qualifications

- Advanced knowledge of advising and counseling techniques.
- 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.
- Skills in monitoring / assessing people, processes or services, to make improvements.
- Skills in project management, social perceptiveness to be aware of others' reactions and understanding why they react as they do.
- Demonstrated ability to resolve unique and highly complex problems, program challenges and other issues with little or no precedent.
- Ability to develop original ideas to solve problems, persuade others, and lead.

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- Interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising and counseling skills.
- Ability to use discretion and maintain confidentiality.
- In-depth knowledge of Data Science undergraduate course and degree requirements.
- Multicultural competencies; knowledge and experience working and interacting effectively with diverse groups of staff, faculty, and student populations.
- Supervisory skills to hire, train, and provide coaching and guidance to staff and student workers and student interns.

Preferred Qualifications

- Knowledge of a variety of administrative operational activities such as event planning, basic fundraising processes, risk management planning, website design, accounting and payroll, and contracts and grants regulations and guidelines.
- Knowledge of financial analysis and reporting techniques, and / or human resources policies and procedures for staff and academic employees.

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.

Anticipated hiring range: \$88,900 - \$141,700

UCB salary range: \$88,900 - \$163,900

The salary offer to the final candidate will take into consideration their experience and salary equity with current UC Berkeley employees working in a similar roles.



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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 [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

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