

Director of Public Interest/Public Sector Programs
(4517U), Berkeley Law - 75122
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251325>

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Posted Jan. 9, 2025, set to expire May 8, 2025

Job Title	Director of Public Interest/Public Sector Programs (4517U), Berkeley Law - 75122
Department	Berkeley Law
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 9, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Director/Manager
Academic Field(s)	Student Services Counseling Services
Apply Online Here	https://apptrkr.com/5916141

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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

Berkeley Law, a top-ranked law school, has produced prominent leaders across law, government, and society. Committed to academic excellence, equality, and justice, the school empowers students to become global changemakers through rigorous education, research, and real-world problem-solving.

The **Director of Public Interest/Public Sector (PIPS) Programs** leads the Career Development Office's PIPS team, which includes career counselors and a program coordinator. Responsibilities include overseeing PIPS programming, events, and resources while providing tailored career counseling to J.D. students and alumni pursuing public interest and public sector legal careers. The Director also manages summer and post-graduate fellowship programs.

Key duties involve:

- **Career Services:** Delivering expert counseling informed by extensive PIPS legal practice experience and market knowledge.
- **Programming:** Designing and assessing innovative workshops, panels, and networking events.
- **Employer Outreach:** Building and maintaining relationships with PIPS employers, bar associations, and legal professionals to enhance job opportunities.
- **Resource Development:** Continuously updating and creating tools and services to address evolving job market trends.
- **Collaboration:** Partnering with Berkeley Law faculty, research centers, and alumni networks to support diverse student needs.

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The Director must hold a J.D., possess significant PIPS experience, and excel in market analysis, relationship cultivation, and strategic program development to support students' career aspirations in a competitive and dynamic legal landscape.

Application Review Date

The First Review Date for this job is: January 2, 2025

Responsibilities

- Provides one-on-one, individually tailored and client-driven career consulting services to students interested in pursuing PIPS careers (a particularly complex area that requires specialized expertise). Assists students in conducting their own self-assessments.
- Provides students with general advice based on their expert knowledge of the PIPS legal market, as well as specific job leads and networking contacts developed through continuing cultivation and expansion of the Law School's -- and the Director's -- professional network.
- The incumbent will be expected to amplify and promote best practices in diversity, equity, inclusion, and belonging when working with students and when helping to create professional pathways and opportunities for career growth.
- The Director will lead the office's ongoing research and analysis of the current state of the PIPS legal services and legal job markets and observation of emerging trends in those markets.
- Will ensure that the PIPS team is continuously identifying existing and up-and-coming career and job options, assessing (on a continuing basis) their short-and long-term feasibility for our alumni attorneys, and exploring alternatives to traditional legal practice.
- Based on this on-going research, analysis, assessment and trend-spotting, the Director will oversee and lead the PIPS team through the design, development, and implementation of an array of workshops and programs, services, and resources (including online guides and videos) to meet the career needs of our students interested in pursuing PIPS careers.
- Ensures that all logistics are in place for successful programs.
- Develops communications and promotion strategy for all PIPS programs.
- The Director will lead the PIPS team through the assessment process for managing improvements, revisions, changes, and adjustments to the existing array of career consulting services, programs, resources and will make recommendations to the Deputy Director on the plan for the development and implementation of entirely new services, programs and resources.
- The Director will provide ultimate oversight over the PIPS team's administration of the Summer Fellowship Program and the two post-graduate public interest fellowship programs.

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- Serves as the CDO's ambassador to key PIPS stakeholders, including the Public Interest Working Group, the organizers of Public Interest/Public Sector Day, public interest fellowship funders, law school centers, and student group leaders.
- Participate alongside the Assistant Dean and Deputy Director in leadership meetings with key law school stakeholders and PIPS employers and will step in and lead those meetings when the Assistant Dean and Deputy Director are not available.
- Establishes new positive working relationships with PIPS employers, (and others who may be of assistance to our PIPS oriented students (and who may be of assistance in fundraising and in enhancing the campus's relationship with outside organizations)).
- Utilizes expertise to determine, based on knowledge of technical systems, the most innovative and effective media for delivering content - online, print, blogs, social networking website posts, zoom programs, etc.
- Practices best practices and trains the PIPS team members on how to use all of these resources for their own programming and content development.
- Leads effort to coordinate with PIPS Program Coordinator and Work Study Student on specific administrative tasks to support PIPS programming (e.g., room reservations, technology, catering arrangements, drafting and posting event announcements, RSVP forms, etc.).
- Develops and oversees presentation and delivery of broad and complex career-focused programs and events workshops, and resources.
- Works closely with the Employer Relations Manager and Deputy Director to ensure that the PIPS Program Coordinator and Work Study Student are actively engaged in continuous administrative support of the entire PIPS team on programming and events.
- Utilizes expertise to determine, based on knowledge of technical systems, the most innovative and effective media for delivering content - online, print, blogs, social networking website posts, zoom programs, etc.
- Develops best practices and trains the PIPS team members on how to use all of these resources for their own programming and content development.
- Develops and maintains the Law School's professional network of potential employers, other law school legal career professionals, and others in the legal field who may be in a position to provide information and assistance to our students interested in pursuing PIPS work.
- Maintains and enhances their own professional network and leverages it on behalf of students and alumni.
- Participates in panel discussions and presentations and researches and writes articles relating to the PIPS legal job market and the provision of PIPS career services through local and national recruitment associations, like the National Association for Law Placement and Equal Justice Works.
- Provides career counseling in particularly complex areas that require specialized expertise, such

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as Ph.D. students who are investigating careers inside or outside academia and in legal clinical settings, including other students obtaining terminal professional degrees such as J.D.s, M.D.s, etc.

- Serve as a key member of the office's PIPS strategic planning efforts, including the collection and analysis of data and outcomes from existing on-campus interview programs and the evaluation of trends in PIPS hiring and the subsequent opportunities for change and growth.
- Engages in professional development and training opportunities as needed.
- Performs additional duties within the scope of this classification 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 ability to quickly learn UC programs, career services, employer, alumni, and faculty needs and expectations, recruiting and staffing methods, employment trends.
- Highly effective problem identification and solving skills, presentation skills, verbal communication, written communication, and organization skills.
- Strong ability to work with people from diverse backgrounds and levels of experience.
- Detailed knowledge of the PIPS legal employment market (and general knowledge of the private sector job markets)
- Extensive professional network of practicing attorneys and potential employers.
- Creative, entrepreneurial, forward-looking, and energetic approach that can identify and pursue new potential programs and innovative ways to present and deliver their content.
- Highly developed knowledge of principles and processes for providing outstanding client and personal services. This includes client needs assessment, meeting quality standards for services, and evaluation of client satisfaction.
- Excellent knowledge of human behavior and performance; individual differences in ability, personality, and interests; and learning and motivation.
- Excellent computer skills and the ability to quickly adapt to new software programs and on-line resources.
- Strong attention to detail.
- Demonstrated commitment to and understanding of diversity, equity, inclusion, and belonging (DEIB), and ability to apply and integrate core concepts of DEIB into everyday practice.
- Must be 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.

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- Must demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community.
- Significant (3+ years) PIPS sector legal practice experience.
- Significant (2+ years) PIPS counseling experience.

Education/Training:

- Advanced degree in Law, such as a Juris Doctor (J.D.), and/or equivalent experience/training.

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 or hourly range that the University reasonably expects to pay for this position is \$108,400.00 - \$111,800.00. This is an exempt, monthly-paid position.
- This is a full-time, Career position that is eligible for full UC benefits.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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

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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.

Misconduct

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

Other Information

This is not a visa opportunity.

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](#).

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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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