

Department Director, Business and Management (4330U)
74925
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252340>

Downloaded On: Jan. 30, 2025 7:27pm

Posted Jan. 29, 2025, set to expire Jun. 30, 2025

Job Title	Department Director, Business and Management (4330U) 74925
Department	Business and Management
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 29, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Educational Services Administrative Support/Services
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Apply By Email

Job Description

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Department Director, Business and Management (4330U) 74925

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

UC Berkeley Extension, the continuing education division of the University of California, Berkeley, has been building bridges between UC Berkeley and the public since 1891. UC Berkeley Extension serves the professional and continuing education goals of thousands of people each year.

Extension's programs are an essential part of the University mission to: extend the research and scholarship of UC Berkeley to a global community; increase access to higher education for non-traditional, online and international students; and improve the workforce.

Application Review Date

The First Review Date for this job is December 25, 2024.

Applications will be accepted beyond this date and fully considered through January 2, 2025.

Responsibilities

The department director for Business and Management will be responsible for the academic content and quality of courses and programs within the Business and Management academic department, and manage a team of staff to implement the courses and programs each semester. The department director will drive departmental growth with new programming and manage operational effectiveness.

- Administers a small to mid-sized program with primary responsibility for administrative and programmatic activities.

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Academic Course and academic Program Design, Delivery, Portfolio Management: Plans and develops programs and curriculum, and adjusts existing academic courses and curriculum. Responsible for the academic quality of new and existing courses and programs. Consults with the Assistant Dean, instructors, campus faculty, and colleagues, to analyze current educational needs in relevant subject areas, including identifying new course topics and program opportunities and objectives. Recruits, selects, orients, evaluates and supervises qualified instructors. Plans and delivers academic programs and courses, and adjusts existing courses and schedules to meet the needs of students. Evaluates academic course location and delivery formats to maximize enrollments. Responsible for day-to-day program management and oversight of the Business and Management curricula. Evaluates the performance of each academic course format (online, classroom) and implements processes to ensure quality delivery. Supports and trains staff in prospective and current student advising. Provides guidance, oversight and direction to staff on the execution of processes and procedures to optimize course delivery and portfolio management. Facilitates and supports own and others special program events, including student info sessions, student graduation, free public lectures, guest lectures and other instructional activities.

- Assesses program's effectiveness, and recommends changes to program's content, policies and procedures accordingly. Utilizes academic course evaluations, teaching observations, grade reports and academic content review each semester to ensure high quality of all courses and programs. Adjusts course or program content as needed. Evaluates academic courses and programs using market research and advisory committees and makes changes as necessary to ensure academic quality. Identifies and implements new evaluation tools for courses, instructors and programs to ensure quality execution. Evaluates the implementation of academic courses and programs to ensure policies and academic procedures are upheld by instructors, student advisors and staff.
- Serves on committees representing the program, participating in short term and long term planning. Collaborates with Assistant Dean on short and long-term strategic planning. Strategic Planning and Management: Actively participates in strategic planning for Business and Management. Directs the team to achieve goals, and oversees the administrative management and growth of department portfolios in a fully self-supporting environment.
- Participates in the program budgeting and accounting processes to support the financial infrastructure of the program.
- Manages staff to deliver academic courses and programs, and support instructors and students. Serves as hiring manager for new employees and implements the performance management program for all employees. Selects, develops, and evaluates personnel to ensure effective and efficient operation of the function. Makes recommendations to the Assistant Dean for transfers, promotions, salary actions, terminations, and budget recommendations. Assigns work duties,

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manages workflow priorities, provides training and orientation to staff, and serves as a resource for the team. Serves as a supervisor to support staff in implementing course offerings. Reviews and signs off on staff time sheets. Ensures that the department maintains effective and streamlined procedures including following proper administrative guidelines and channels.

Required Qualifications

- Academic background and experience in selected academic area.
- Strong oral and written communication skills.
- Strong ability to think creatively and independently on concepts requiring advanced analytical skills.
- Strong interpersonal skills and ability to work with diverse groups to achieve results.
- Strong ability to work collaboratively with internal and external peers and managers.
- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Thorough knowledge of administrative, budgetary, and human resources principles and practices.
- Terminal degree in a related area (PhD, JD, MD, etc.) and / or equivalent experience / training.



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Salary & Benefits

This is a full-time career position.

This position is eligible for full 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 salary range that the University reasonably expects to pay for this position is \$110,000 - \$120,000, annually.

How to Apply

To apply, please submit your resume and cover letter.

Referral Source Info

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.

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.

Misconduct Disclosure



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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](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

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



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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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