

Department Manager (0547U) - 76205
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252911>

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Posted Feb. 10, 2025, set to expire Jun. 30, 2025

Job Title	Department Manager (0547U) - 76205
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Feb. 10, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/5992024

Apply By Email

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.

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.

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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

The Administrative Manager 1 oversees and manages the comprehensive administrative operations within an extensive and multifaceted academic cluster. This cluster includes East Asian Languages & Cultures, the Group in Buddhist Studies, South and Southeast Asian Studies, the Group in Asian Studies, the Group in Ancient History and Mediterranean Archaeology, Ancient Greek and Roman Studies, and the Department of Middle Eastern Languages and Cultures (MELC). This role supports approximately 50 senate faculty members, 50 lecturers, 8-10 postdoctoral scholars, and 10-15 visiting scholars.

Position Summary

The Department Manager is responsible for overseeing and managing the comprehensive administrative operations of the department, encompassing budget and financial management, human resources, curriculum planning, and strategic departmental operations. This role has a high degree of operational oversight, strategic planning, and resource management.

Application Review Date

The First Review Date for this job is: 02/21/2025.

Responsibilities

Budget and Financial Management (40%)

- Develops, monitors, and adjusts complex budgets with varied funding sources, including general appropriations, grants, endowments, donations, and revenue from academic programs.

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- Oversees the preparation of budget reports and analyses for department leadership and external stakeholders to inform strategic decisions.
- Establishes and maintains internal financial controls and procedures to ensure accuracy and compliance with university policies.
- Manages expenditure tracking, fund allocations, and financial forecasting to support department goals.
- Collaborates with department leadership to develop and implement budgeting strategies that enhance academic and operational performance while maintaining financial stability.
- Approves and authorizes major financial transactions and oversees procurement processes to optimize resource use.

Academic and Staff Personnel Management (25%)

- Oversees the recruitment and appointment processes for academic and staff positions, including coordination of search committees, development of job descriptions, and ensuring adherence to hiring policies.
- Manages performance evaluations, staff development programs, and succession planning to foster a high-performing team environment.
- Provides counsel and strategic guidance to department chairs on matters related to staff and academic personnel, including policy interpretation and complex case management.
- Ensures effective onboarding, training, and continuous professional development for staff to support their career growth and departmental objectives.
- Leads disciplinary and corrective actions when necessary, maintaining a professional and compliant approach to all HR processes.

Strategic Planning and Administrative Operations (15%)

- Develops and implements departmental procedures and workflows to enhance operational efficiency and effectiveness.
- Engages in long- and short-term strategic planning activities, aligning departmental operations with the broader goals of the division and university.
- Evaluates existing administrative processes and introduces innovative solutions for improvements, including leveraging new technologies.
- Works collaboratively with department leadership and campus partners to plan and execute major initiatives, such as policy rollouts and resource management strategies.
- Oversees facility operations, including renovation projects, ensuring alignment with academic and

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administrative needs.

Curriculum and Program Support (10%)

- Partners with faculty and department leadership to develop and implement comprehensive curriculum plans that align with departmental and college-wide academic goals.
- Analyzes student enrollment trends and program needs to inform scheduling decisions and resource allocation.
- Ensures the efficient administration of graduate and undergraduate student services, coordinating with advisors and program staff for seamless operations.
- Supports the planning and execution of study abroad programs, managing logistical and budgetary aspects.
- Coordinates with faculty on course scheduling, balancing curriculum needs with budgetary and staffing considerations.

Event Planning and External Relations (5%)

- Leads the planning and coordination of departmental events, including lectures, workshops, conferences, and commencement ceremonies, ensuring quality execution.
- Develops and maintains partnerships with internal and external stakeholders to enhance the department's visibility and outreach efforts.
- Oversees the creation and distribution of promotional materials and communications to support fundraising campaigns and special initiatives.
- Represents the department at university meetings and public engagements, advocating for departmental needs and showcasing achievements.

Facilities and Safety Management (5%)

- Supervises facilities management activities, including office space utilization, maintenance coordination, and security protocols.
- Develops and implements safety and risk management plans to ensure a safe working environment.
- Acts as the primary liaison with building management and campus safety units to address facility-related issues.
- Oversees compliance with health and safety regulations and promotes wellness initiatives within the department.

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Required Qualifications

- Demonstrated significant successful experience managing an academic department at a university campus.
- Knowledge of rules and regulations, processes, protocols, and procedures for budget, account, and fund management, and personnel management.
- Knowledge of financial analysis and reporting techniques, human resources policies and procedures for staff and academic employees.
- Knowledge of and/or can quickly learn relevant University-specific business applications and student systems.
- Thorough familiarity with basic office computing software (Word, Excel, PowerPoint, etc.).
- Demonstrated organizational ability and management skills.
- Analytical skills with the ability to define problems, research and analyze relevant information, assess alternative solutions, and recommend appropriate course of action.
- Well-developed interpersonal skills including tact, diplomacy, flexibility, and ability to establish and maintain cooperative working relationships.
- Demonstrated ability to establish and maintain cooperative relationships with faculty, students, and staff.
- Skill in supervision, selection, training, direction, discipline, and evaluation of support staff.
- Ability to set priorities; to obtain timely feedback; to lead a team of professional staff; and to work independently.
- Excellent oral and written communication skills with the ability to conceptualize and communicate effectively to diverse audiences; ability to edit/proofread administrative documents.
- Financial management experience.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Demonstrated ability to acquire knowledge in the areas of academic personnel policies and procedures, as well as Unit 18 personnel.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly at an annual

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rate and is eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's https://apptrkr.com/get_redirect.php?id=5992024&targetURL=

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 range that the University reasonably expects to pay for this position is \$109,200.00 - \$172,000.00.

How to Apply

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

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.

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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.

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:

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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 https://apptrkr.com/get_redirect.php?id=5992024&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

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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