

Director of Operations & Administration (0548U) -
Mechanical Engineering
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253007>

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Posted Feb. 12, 2025, set to expire Jun. 30, 2025

Job Title	Director of Operations & Administration (0548U) - Mechanical Engineering
Department	Mechanical Engineering
Institution	University of California, Berkeley Berkeley, California
Date Posted	Feb. 12, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Human Resources Finance/Investment Management
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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.

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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

The College of Engineering at UC Berkeley is recognized for its educational and research excellence, consistently ranking among the top three Engineering colleges in the United States. With more than 240 regular faculty members, 2100 graduate students, and 3600 undergraduate students in seven academic departments. Engineering is the second largest college on the Berkeley campus.

The Department of Mechanical Engineering is the top-ranked public mechanical engineering program in the nation and is consistently ranked as one of the top mechanical engineering departments in the world. Our teaching and research laboratories are among the most active, innovative, and productive in the nation, and our faculty and students represent the best, the brightest, and the most diverse. Our program in mechanical engineering is an integral part of the greatest public university in the world. The Department of Mechanical Engineering is the second largest academic department within the College of Engineering with 40 faculty, 4 professors of the Graduate School, 1 professor-in-residence, 4 adjunct faculty, 4 lecturers, 7 faculty with joint appointments, 21 career staff, and 80+ visiting researchers and post-doctoral scholars.

The Department of Mechanical Engineering has approximately 1,250 students of which: 750 are undergraduates, 200 PhD, 180 Masters, and 120 Aerospace Engineering program students. The Department of Mechanical Engineering is actively engaged in teaching and research in the disciplines of Biomechanical Engineering, Controls, Design, Dynamics, Energy Science and Technology, Fluids, Manufacturing Materials, Mechanics, MEMS and Nano, Ocean Engineering, Robotics, and Aerospace Engineering with research and instructional laboratories in Etcheverry Hall, Hesse Hall, and the

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Richmond Field Station. The Department of Mechanical Engineering's Technical & Instructional Support Group consists of 8 career technical staff and forms the primary support to instructional laboratories and research, and the student access machine shop.

The Director of Operations & Administration for Mechanical Engineering provides leadership and management direction for the Mechanical Engineering Department. In addition, responsible for the functions in the area of academic personnel and finance for the Aerospace Engineering program and Jacobs Institute. The position reports directly to the Chair of Mechanical Engineering. The Director of Operations & Administration independently directs all department and division operations, exercises discretionary powers to solve managerial, budgetary, and program problems, and is responsible for long-range planning, analysis, rationalization, staffing, and regulation. Administrative services include activities in finance, human resources, academic personnel, external relations/development, instruction/course support, student services, student access machine shop, facilities, and IT. General management includes long and short-range strategic planning in determining the mission and directing all activities of multidisciplinary units and groups through subordinate management staff.

Application Review Date

The First Review Date for this job is: February 24, 2025 - Open Until Filled

Responsibilities

70% -The Director manages plans and evaluates, technical, and administrative operations for the Department of Mechanical Engineering, and provides leadership for the Etcheverry Business Service Unit (Aerospace Engineering and Jacobs Institute/Academic HR & Finance). The Director is accountable for the following major areas:

- **Managerial Leadership:** Defines, plans, and coordinates budget and finance, administrative, and technical activities to support academic programs. Communicates the mission and direction of the department and College of Engineering, to departmental staff, building necessary coalitions to effect change that adapts positively to current and anticipated conditions. Analyzes and makes recommendations to ensure that acceptable levels of quality and service are provided for departmental projects and programs. Develop plans for service levels that are consistent with departmental needs and expectations, and also financial and personnel resources.
- **Strategic Planning:** Formulates, proposes, and implements policies and allocates resources to meet departmental goals. Provide analysis and recommendations to the Department Chair, and Vice Chairs, regarding financial planning and management. Analyzes and advises/appraises the ME Chair on the Department's use of resources. Plan long-range budget, staffing, and workload

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modifications resulting from new programs, services, and changes in central campus support/decentralization. Guides Chair, Vice Chairs, and Department Administrative Leads. Provides professional-level analysis for faculty recruitment proposals and start-up issues, academic planning, affirmative action, retention, appointments, merits, and promotions. Interacts with College and campus management on controversial situations.

- Policy Development and Implementation: Serves as key administrative officer for the department's functional programs and oversees analysis and policy development for issues and processes. Develops, modifies, and executes campus policies that affect immediate department operation(s). Formulates policies and guidelines to carry out the department's mission for faculty, students, and staff. Educates faculty and staff in campus policies and procedures as appropriate.
- ME Chair Immediate Office Administration: Manages through the ME Chair Administrative Officer 2, to provide guidance and support to the Chair in all matters that require the Chair's attention and decisions, including faculty committee memberships, faculty lunch meetings, faculty retreats, standard and ad hoc faculty committee meetings, ME/CoE/campus leadership meetings and events, etc.
- External Relations and Communications: Manages through Communication Specialist to provide the department leadership advice and support in the following areas: Development, alumni relations, and outreach activities in the Department (e.g., annual external advisory board meetings, donor relations, and special projects. Department Website. Seminar Announcements.
- Staff Human Resources Administration: Overall responsibility for Department staffing structure and personnel management, including the design of positions, training, and development. Makes final decisions on administrative or operational matters and ensures achievement of operation's objectives on staff FTE, finance, and human resources. Maintains integrity of an organizational department through management and oversight of staff. Advises faculty and staff supervisors on campus policy and procedures, labor contract, and departmental policy and procedures in consultation with COE HR Director as needed. Oversees all staff HR actions including hiring, labor and employee relations matters, performance reviews, disciplinary actions, etc. Recommends and implements all salaries for career staff partnering with CoE HR Director.
- Business Services Management: Plans and coordinates the implementation of administrative policies, procedures, and standards necessary to ensure uniform, effective and appropriate business practices. Oversees the management of business services, including accounting, purchasing, ASE hiring, payroll, and administrative and course support groups/units. Collaborates with the Engineering Research Support Organization (ERSO) to coordinate support of ME research activities of Department faculty.

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- **Budgetary Financial Management:** In partnership with the Financial Services Manager, responsible for budgeting and managing approximately \$25+ million in annual expenses for general operations, including faculty/staff payroll, temporary academic support (TAS) budget, instruction/programs/special events, and student fellowships. Develops and reviews annual financial plans for a budget and institutes systems to monitor and project financial activity by evaluating the impact of current and long-range academic plans on financial resources. Develops comprehensive financial and trend analysis; recommends and allocates resources to specific programs and department activities. Identifies budgetary strategies, underutilized resources, and cost control methods. Provides financial management oversight for the department's temporary academic support (TAS) budget. Proposes and implements annual TAS budget plans partnering with department leadership, CoE, and campus. Analyzes and reviews TAS spending trends for short-term and long-term planning purposes. Partners closely with ME/AE enrollment advisers on concurrent enrollment and other special program budget matters; analyzes their impact on ME/AE courses and TAS budget. Oversees gift donations and revenue-generating programs (e.g. MEng Program, Summer Sessions, concurrent enrollment activities, etc.)
- **Academic Personnel Administration:** Manages through the Senior Academic Personnel Manager to provide high-level oversight in academic personnel matters. Partners with the Senior Academic Personnel manager and the department chair in overseeing faculty recruitment activities, startup offers, faculty FTE plan proposals, faculty FTE data, and other special AP and faculty FTE-related surveys and reports.
- **Student Services Management Team:** Provide general guidance to the Director of Student Services, re: Academic Student Employee (ASE) Program Administration. Provides high-level advice on sensitive and complex ASE matters, including student conduct and grievance cases.
- **Program Administration:** Provides high-level advice on sensitive and complex ASE matters, including student conduct and grievance cases.

10%

- **Technical and Instructional Support Unit:** Provide general guidance to the R&D Manager. This unit oversees all technical, instructional, and research laboratory support. Areas include our Student Access Machine Shop in Etcheverry Hall and our Teaching and Instructional Labs in Hesse Hall.
- **Facilities and Space Management:** In conjunction with the Department Chair develops policies and procedures for managing space to support the ME department's ongoing operations and strategic plans. The ME Department has approximately 104,564 square feet in three locations: Etcheverry Hall, Hesse Hall, and the Richmond Field Station. Works with the Building Manager on facilities issues and renovations that impact Mechanical Engineering, as well as common

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areas of Etcheverry Cluster departments. Oversees department reporting procedures for space management. Provides oversight for expenditures from ME & AE funds for space usage and renovation. Negotiates all MOUs for outside groups using department space - such as the ME Student Shop. Working through the Building Manager and/or the M.E. R&D Engineering Manager, provides oversight for space renovations. Works with the Building Manager on facilities issues and renovations that impact Mechanical Engineering, as well as common areas of Etcheverry Cluster departments. Oversees department reporting procedures for space management. Provide oversight for expenditures from ME & AE funds for space usage and renovation. Negotiates all MOUs for outside groups using department space - such as the ME Student Shop. Working through the Building Manager and/or the M.E. R&D Engineering Manager, provide oversight for space renovations.

10% -Consultation and Executive Advising to Department Leadership and Senior Management:

- Interacts with the leadership and higher-level management on controversial situations, customer negotiations, influencing and persuading others, and matters concerning several functional areas. This may require influencing and persuading other managers in other departments, ORUs, institutes, and CoE. Works with Assistant Deans on matters relating to policy development, resource acquisition, and strategic planning. Provides consultation and management direction to maintain continuity and coordination among the faculty, faculty committees, and administrative units. Provides a wide variety of reports, both regular and ad-hoc, for the Chair, faculty, college, campus, and University administrators for strategic planning purposes (e.g., Faculty FTE plans, FTE data surveys, APR reports, etc.). Provides high-level advice and scope on important department issues facing the Department Chair, the Department Vice-Chairs, the Executive Committee, and senior managers. Participates in the department faculty meetings, ME Executive Committee meetings, CoE's Deans/Chairs, and EVCP divisional leaders meetings on matters relating to policy development, resource acquisition, and strategic planning. Provides consultation and management direction to maintain continuity and coordination among the faculty, faculty committees, and administrative units. Provides a wide variety of reports, both regular and ad-hoc, for the Chair, faculty, college, campus and University administrators for strategic planning purposes (e.g., Faculty FTE plans, FTE data surveys, APR reports, etc.). Provides high-level advice and scope on important department issues facing the ME Chair, the Vice Chairs, the Executive Committee, and senior managers.

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Required Qualifications

- Bachelor's degree in related area and/or equivalent experience/training.
- Excellent skills to work collaboratively and act persuasively in sensitive situations; skills in conflict management techniques.
- Excellent ability to establish metrics for department and employee goals.
- Excellent project management skills, including the capability of managing capital projects.
- Thorough knowledge of financial analysis and reporting techniques; human resources, Academic Personnel, Student Services, Instructional/Research labs, Facilities, and risk management planning; accounting and payroll.
- Excellent interpersonal skills to effectively lead motivate and influence others and develop and maintain high standards of customer service.
- Thorough knowledge of common campus-specific and other computer application programs.
- Very strong ability to quickly evaluate complex issues and identify multiple options for resolution.
- Excellent oral and written communication skills.
- In-depth knowledge of Departmental, College, Campus, & UCOP policies and procedures in the areas of Academic and Staff Personnel.
- Extensive professional management knowledge.
- The ability to administer a highly complex organizational structure.
- The ability to understand complex problems of management in a research and teaching environment, including knowledge of the principles, practices, and theories of management, particularly of academic institutions.
- The knowledge, experience, and understanding of instructional and research subject matter to develop a coordinated, efficient, feasible plan for meeting short and long-term resource needs of the department, to evaluate competing requests for resources, and to identify strategies for obtaining and maximizing the effective use of resources to support all components of an academic program.
- Knowledge of emerging trends in engineering, government, and public opinion to anticipate changes in the discipline or pedagogy that could affect the academic program and the acquisition and allocation of resources.
- Ability to respond effectively to unique situations.
- Knowledge of development principles and processes.
- Knowledge of modern environmental health and safety standards.
- Knowledge of modern information technology, including administrative systems, databases, and web services to support a range of constituencies.

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Preferred Qualifications

- 5+ years of management experience.

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 \$185,000 to \$205,000 yearly (\$15,416.66 to \$17,083.33 monthly). This is a 100% FTE career position eligible for benefits. This position is FLSA Exempt and paid monthly.

Other Information

Because of the breadth of this role, this position is expected to be 100% in person Monday to Friday, 8:00am to 5:00pm. This is not a hybrid-eligible position.

How to Apply

To apply, please submit your resume, cover letter and Diversity Statement.

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.

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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."

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 E-mail** 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

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

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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

University of California, Berkeley

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