

Department Manager (0547U) Department of African  
American Studies, Gender Women Studies, and Ethnic  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253428>

Downloaded On: Mar. 5, 2025 11:04pm

Posted Feb. 18, 2025, set to expire Jun. 30, 2025

<b>Job Title</b>	Department Manager (0547U) Department of African American Studies, Gender Women Studies, and Ethnic
<b>Department Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Feb. 18, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Fiscal Services Administrative Support/Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6010549">https://apptrkr.com/6010549</a>
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<b>Job Description</b>	

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**Department Manager (0547U) Department of African American Studies, Gender Women Studies, and Ethnic**

### 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 African American Studies, Ethnic Studies, and Gender and Women's Studies departments are academic units committed to interdisciplinary scholarship and teaching that explore issues of race, ethnicity, gender, and social justice. The Ethnic Studies Department encompasses four programs: Asian American Studies, Chicano Studies, Ethnic Studies, and Native American Studies. Together, the three departments support a diverse academic community of 38 faculty members, 32 Unit 18 lecturers, 4-6 visiting scholars and postdoctoral researchers, and numerous student employees, including TAs, GSRs, readers, and tutors.

These departments collectively manage a combined operating budget of \$8.7 million. Their financial resources support instructional programs, faculty research, graduate and undergraduate education, summer session, and concurrent enrollment. The departments also maintain two library spaces: the African American Reading Room and the Ethnic Studies Library, which serve as vital resources for faculty, students, and researchers.

The departments are guided by a rotating Executive Chair, with leadership transitioning annually among the Chairs of the units. Administrative functions include financial management, human resources, academic personnel administration, student services, contracts and grants, IT, and facilities operations. These departments serve as critical hubs for fostering academic excellence and advancing equity, diversity, and inclusion across campus.

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### **Application Review Date**

The minimum posting duration of this position is 14 calendar days. The department will not initiate the application review process before February 27, 2025

### **Responsibilities**

#### **OVERVIEW:**

The Manager holds the highest administrative staff position in these units and is directly supervised by the rotating Executive Chair, with supervision transitioning annually to the respective department Chairs. The combined budget for all three units is \$8.7 million. The budget includes Temporary Academic Staffing (TAS), startup and research funds, summer session and concurrent enrollment revenues, and grants.

Collectively, the three departments are composed of 38 faculty members, 32 Unit 18 lecturers, 4-6 visiting scholars and postdoctoral researchers, and numerous student employees, including TAs, GSRs, readers, and tutors. The incumbent directly supervises 11.05 FTE (12 staff members) and provides administrative support for the Ethnic Studies Library, specifically for academic personnel cases and financial oversight.

The Manager coordinates the overall operations of the departments and oversees fiscal management for their budgets, as well as all administrative and business functions. In consultation with department Chairs, the Manager interprets and implements administrative policies and develops both short- and long-term goals and plans for the units, including operating budgets and non-academic staffing strategies.

- Manages, plans, and administers all administrative, academic HR, staff HR, financial, and facilities operations for the Departments of African American Studies, Ethnic Studies, and Gender and Women's Studies. Administrative services typically include the following functions: budgetary financial management, IT, facilities, student services, contracts and grants, and human resources.
- Provides advice and guidance to the department Chairs on complex policy matters, academic HR, and financial issues. Responsibilities include overseeing and managing academic searches and appointments, merits, promotions, and non-faculty appointments and merits. Manages visitors' programs and advises on requests for a wide range of visa types. Oversees the delivery of services from Campus Shared Services.
- Plans and manages instructional deliverables, supporting overall teaching, student services,

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class scheduling, student advising, graduate admissions, fellowship, and fee remission administration. Develops and manages the budgets for all three units, which have a combined annual operating budget of \$8.7 million. Monitors budgets and prepares financial reports for general appropriations, grants, endowments, and other funding sources.

- Develops short- and long-range planning for administrative operations and process improvements. Establishes and recommends changes to policies that impact the departments.
- Responsible for long-term planning of non-academic staff needs. Analyzes staff workloads, initiates and manages reorganizations when necessary, and independently develops and implements policies and procedures for all aspects of non-academic staff management. This includes supervision, recruitment, hiring, creation of performance standards, performance evaluations, merits and reclassifications, disciplinary actions, and dismissals. Encourages staff participation in campus professional meetings and workshops.
- Ensures staff are trained in and have timely access to necessary online systems, such as Course Management, Student Information Systems, CalCentral/Cal Components, BAIRS, BFS, UCPath, BEARbuy, Commitments Database, Sabbatical Leave Database, AP Bears, AP Recruit, Travel and Entertainment, and MS Office.
- Develops and implements both short-term and long-range budget and financial plans for the cluster of departments. Collaborates with the Curriculum Committee, department Chair, and faculty to finalize instructional plans, including required budgets.
- Oversees the maintenance of office space for the three departments located in the Social Sciences Building's 5th and 6th floors, including a library, three conference rooms, three lounges, and faculty and staff office space. Acts as the principal liaison with the campus Planning Office, overseeing departmental space assignments and changes, coordinating moves, renovations, and installation of communications and network services.
- Represents the departments on business affairs within the institutional community.

### Required Qualifications

- Broad knowledge of campus processes, protocols and procedures with a focus on budget, account and fund management; personnel management of labor contract(s) and personnel policy.
- Broad knowledge of financial analysis and reporting techniques; human resources and risk management planning; accounting and payroll.
- Broad knowledge of common campus-specific and other computer application programs.
- Proven ability to organize department work functions in an efficient and effective manner.
- Skills to work collaboratively with other campus locations.
- Demonstrated management and conflict resolution skills to effectively lead and motivate others.
- Proven skills to quickly evaluate complex issues and identify multiple options for resolution.
- Skills in organization and customer service to effectively manage multiple important priorities.

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- Strong verbal and written communication skills; ability to influence/persuade all levels of staff.
- Bachelor's degree in related area 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 range that the University reasonably expects to pay for this position is \$109,200 - \$158,500

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.

### 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."

### 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**



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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.

### 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](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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