

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

Direct Link: <https://www.AcademicKeys.com/r?job=254220>

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Posted Mar. 10, 2025, set to expire Jul. 1, 2025

Job Title	Department Manager (0547U) - Astronomy
Department	Astronomy
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 10, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Fiscal Services Finance/Investment Management Facilities/Maintenance/Transportation Administrative Support/Services Human Resources
Apply Online Here	https://apptrkr.com/6061670

Apply By Email

Job Description

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Department Manager (0547U) - Astronomy

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

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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.

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 Department of Astronomy is one of four academic departments in the Mathematical and Physical Sciences Division. In Astronomy we learn and teach the secrets of the Universe through high-tech experiments, state-of-the-art observations, intensive computation, deep thought, and innovative educational and outreach experiences. It is our mission to do so in an environment that is welcoming and inclusive. Additionally, the department is home to two distinct research centers, the Theoretical Astrophysics Center and the Multi-RAPTOR Research Center, and closely associated with the Center for Integrative Planetary Science and the Radio Astronomy Lab.

This position spends the majority of time (50% or more) achieving organizational objectives through the coordinated achievements of subordinate staff. Establishes departmental goals and objectives, functions with autonomy. Manages the accountability and stewardship of human, financial, and physical resources in compliance with departmental and organizational goals and objectives. Ensures subordinate professionals adhere to defined internal controls. Manages systems and procedures to protect departmental assets.

Application Review Date

The First Review Date for this job is: March 20, 2025 - Open Until Filled

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Responsibilities

30% Operations

- Oversees all aspects of department business.
- Supervises department administrative staff; delegates tasks and responsibilities to appropriate administrative support person or unit.
- Implements and continuously maintains department's operational infrastructure of systems, processes, and personnel to accommodate the programmatic objectives and the growing number of research teams and activities.
- Provides ongoing administrative oversight to business operations such as HR, event/speaker series planning, annual reports, and finance.
- Participates in the development and revision of standard operating procedures and guidelines for staff and department affiliates as Astronomy continues to expand and evolve.
- Represents the department to the campus community.
- Liaises with other MPS managers to discuss and strategize on divisional matters.
- Partners with and supports the department Chair in areas of strategic planning, budgeting, outreach, department climate, staffing, academic recruitment, etc. Attends manager/Chair/Dean meetings as needed.
- Works closely with Chair, faculty, postdocs, and students to problem-solve issues related to Department life.
- Oversees summer course planning, hiring, and budgeting.

30% Finance & Budget

- Responsible for the development and preparation of budget(s) and financial reports for department appropriations, endowments and other funds.
- Maintains close working relationship with the divisional Budget Officer.
- Consults with and advises Financial & Grants Analysts supporting Astronomy and ORUs to ensure budget projections are on track and that necessary adjustments are made to avoid overdrafts or other funding issues for PIs.
- Prepares for and attends annual budget hearing with department Chair, divisional Budget Officer and Dean.
- Participates in the annual budget process - reviews, plans, and submits departmental budget, including Cal Planning and HCP entries, budget narrative, and balance reports.

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- TAS - with input from department Chair and Academic Advisor, develops and submits the annual TAS budget request and narrative. Once received, manages the annual allocation, monitoring hiring and spending to ensure proper spending and that no deficit is incurred.
- Recharge - manages the monthly processing of internal recharge fees. Reviews for accuracy and uploads journals into BFS, processes corrections, and ensures compliance with campus recharge policy.
- Fiscal close - responsible for reviewing department ledgers to research and resolve any outstanding deficits or other financial issues at the department level, including faculty salary allocation, faculty discretionary funds and any ORU funding at the VCR level.
- Revenue - researches, develops, and implements revenue generating programs to increase funding for core operations, e.g., summer sessions course and concurrent enrollment offerings, UNEX online course, fundraising, etc.

15% Human Resources

- Maintains broad understanding of campus HR policies, particularly non-senate academic and staff hiring and grievance policies.
- Researches and provides HR solutions to PIs needing assistance with hiring lab staff and researchers.
- Provides HR support to bridge regional service gaps, including: submitting initial hiring requests, confirming funding, providing backup documentation, and obtaining approvals and signatures.
- Follows up with external units to ensure academic recruitments, reviews, and personnel cases are managed in a timely fashion.
- Approves staff CalTime reports and any requests for vacation time.
- Reviews staff performance and submits annual evaluations; champions staff development and identifies areas for improvement and growth.
- Staff IT: Provides oversight of staff IT needs, including workstation needs and updates, new computer requests, ergonomic assessments, telecom orders, etc. As supervisor, approves and follows up on requests to campus IT.

15% Student Services & Academic Affairs

- Supervises and provides support to department's Undergraduate Major Advisor and Graduate Student Affairs Officer, in matters such as enrollment, scheduling, managing grad student funding, TAS hiring, labor contracts, commencement, student events and outreach.
- Academic Affairs: Supervises and provides support to department's Academic Affairs Analyst (e.g. recruitment, merits and promotions, sabbaticals, etc.)

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10% Facilities

- Sets policy and enforcement for building access requests; works with UCPD to develop access groupings and building lock schedules.
- Partners with Chair and Space Committee on office/desk assignments and maintains records.
- Oversees policy and approvals for building use requests, both internal and external.
- Schedules non-departmental events held in Campbell Hall.

Required Qualifications

- Bachelor's degree, or preferably Master's degree in related area and/or equivalent experience / training.
- Broad knowledge or demonstrated ability to learn of campus processes, protocols and procedures with heavy focus on budget, account and fund management; personnel management, including labor contracts and personnel (both staff and academic) policy.
- Thorough knowledge of financial analysis and reporting techniques.
- Broad knowledge of human resources and risk management planning and corresponding accounting and payroll.
- Applicable knowledge of academic personnel policies and procedures (recruitment, review/advancement, sabbaticals, etc).
- Knowledge of contracts and grants management.
- Demonstrated experience or equivalent using common campus-specific and other computer application programs (Cal Answers, BFS, SIS, HCM, UC Path, Phoebe).
- Excellent interpersonal skills and political acumen, as characterized by the appropriate use of tact, good judgment, diplomacy, and the ability to work collaboratively.
- Proven skills to quickly evaluate complex issues and identify multiple options for resolution.
- Proven ability to organize department work functions in an efficient and effective manner.
- Skills in organization and customer service to effectively manage multiple important priorities.
- Skills to work collaboratively with other campus departments.
- Demonstrated management and conflict resolution skills to effectively lead and motivate others.
- Strong verbal and written communication skills; ability to influence/persuade all levels of staff.
- Knowledge of facilities and space planning.
- Familiarity with recharge operations.

Salary & Benefits

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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 \$130,000 to \$180,000 yearly (\$10,833.33 to \$15,000.00 monthly). This is a 100% FTE career position eligible for full benefits. This position is FLSA Exempt and paid monthly.

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.

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."

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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