

Director of Student Services (0322U) 77206  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254830>

Downloaded On: Apr. 2, 2025 10:26pm

Posted Mar. 24, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Director of Student Services (0322U) 77206
<b>Department</b>	Economics
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Mar. 24, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager Professional Staff
<b>Academic Field(s)</b>	Student Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6097858">https://apptrkr.com/6097858</a>

**Apply By Email**

**Job Description**

Image not found or type unknown



**Director of Student Services (0322U) 77206**

**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



Director of Student Services (0322U) 77206  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254830>

Downloaded On: Apr. 2, 2025 10:26pm

Posted Mar. 24, 2025, set to expire Jul. 1, 2025

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.

Director of Student Services (0322U) 77206  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254830>

Downloaded On: Apr. 2, 2025 10:26pm

Posted Mar. 24, 2025, set to expire Jul. 1, 2025

## **Departmental Overview**

The Department of Economics at UC Berkeley is one of the largest teaching and research departments, consistently ranked among the top five worldwide. It employs 16 staff members and approximately 45 ladder-rank faculty, with a total academic membership of around 70, including joint appointments, lecturers, visiting faculty, and emeriti. The department's student services operation is one of the largest at Berkeley, serving 1,500 undergraduate majors, awarding 700 degrees annually, and supporting 140 PhD students. Each year, the department receives 800 PhD applications, employs 200 academic student workers, offers 150 courses with 40,000 student credit hours, hosts 100 visiting concurrent enrollment students, and manages over \$8M in teaching and fellowship funds.

## **Position Summary**

The Director of Student Services has full functional responsibility for planning, directing, and evaluating the entire range of student affairs and services within the Department of Economics. The Director of Student Services supervises and oversees the professional development of a team of 8 staff, including 3 assistant directors who supervise advisors, peer advisors, work studies, and academic student employees. This position both manages while developing programs and services, regularly reviews and formulates policy and process improvements as needed; provides leadership for the entire range of student services functions with a high degree of autonomy; communicates clearly verbally and in writing, at the highest levels; and, works closely with the director of administration, faculty chairs, departmental committees, and the departmental management team. The director of student services is central to all high-level decision making within the department. All efforts by the Director of Student Services require the ability to strategically plan and to understand how departmental functions fit together with the overall mission and educational objectives.

## **Application Review Date**

The minimum posting duration for this position is 14 calendar days.

The department will initiate the application review process on/after April 4, 2025.

## **Responsibilities**

### **Student Services Leadership and Management**

The Director of Student Services has full responsibility for planning, directing, and budgeting all aspects of student affairs for both undergraduate and graduate programs, including scheduling and

Director of Student Services (0322U) 77206  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254830>

Downloaded On: Apr. 2, 2025 10:26pm

Posted Mar. 24, 2025, set to expire Jul. 1, 2025

enrollment management, outreach and admissions, advising and degrees, curriculum and faculty planning (including summer sessions), program development and policy, graduate placement, concurrent enrollment revenue programs, event and commencement planning, hiring graduate student instructors, DSP activities, and all financial management. Interprets and maintains expertise in complex and evolving university, campus, and college student services policies, analyzing their impact on the department. Advises the director of administration, chairs, faculty, and staff on developing related department-level policies and procedures. Applies advanced academic advising concepts to identify and resolve intricate student issues, including discrimination, grade disputes, and personal crises. Acts as a department agent in interventions for students emotionally or psychologically at risk. May offer academic advice on progression and requirements. Advises instructors on complex matters related to grades, DSP accommodations, academic misconduct, and other procedural/policy issues. Oversees student services communications, drafting and reviewing content as needed. Coordinates and oversees updates to student services web pages. Represents student services to the University and external constituencies. Supports and develops industry partnerships to connect graduate and undergraduate students. Collaborates with development staff on events, alumni outreach, newsletters, and fundraising campaigns. Directly oversees the high-profile concurrent enrollment (visitor) program, ensuring detailed planning and analysis within existing programs.

### **Supervision and Staff Management**

Leads and manages a team of 8 staff, including three Assistant Directors who manage advisors, peer advisors, work-study students, and academic student employees. Makes decisions on performance, salary actions, hiring, and other human resources matters. Communicates regularly with staff to ensure team initiatives and projects are implemented. Provides training on new and established policies and procedures, ensuring effective training and balanced workloads. Reallocates responsibilities as needed. Serves as the highest-level resource for faculty and staff on all student services matters. Provides direction to professional student services staff on complex issues. Manages human, financial, and physical resources in compliance with departmental and campus goals. Works effectively with diverse cultures on performance management, organizational changes, workplace climate, and other related issues.

### **Strategic Planning and Program Development**

Leads analysis, forecasting, and strategic planning efforts with the director of administration for student services. Builds and maintains the organizational capacity of the department's student services unit. Regularly evaluates effectiveness, including annual exit surveys. Sets goals and objectives autonomously, producing reports central to the department review process. Uses knowledge of student affairs assessment to determine student and faculty needs, developing programmatic changes to address them. Analyzes, modifies, and integrates University and department directives into student

Director of Student Services (0322U) 77206  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254830>

Downloaded On: Apr. 2, 2025 10:26pm

Posted Mar. 24, 2025, set to expire Jul. 1, 2025

services. Coordinates and analyzes annual exit surveys. Responsible for conceptualizing, developing, implementing, assessing, and managing student support service models that promote access, opportunity, and academic success.

### **Financial Management and Budgeting**

Plans and forecasts student services budgets (over \$8M in administrative and teaching funds) with the Director of Administration and Director of Finance. Primary budgets include summer sessions, concurrent enrollment, graduate fellowships, and Temporary Academic Support (TAS); secondary budgets cover advising, outreach programs, commencement, and student organizations. Decides how resources will be allocated to meet goals and objectives.

### **Professional Development**

Maintains up-to-date knowledge of student affairs administration by participating in campus organizations, networking with peers, and attending professional association meetings. Takes relevant classes in supervisory/management or student affairs-related topics. Stays current with national trends in graduate and undergraduate academic advising and best practices in student affairs administration. The Department of Economics provides \$1,500 annually for professional development.

### **Required Qualifications**

- Experience with the complex environment of a major research university, with background in strategic planning and assessment. Experience in report writing.
- Proven administrative experience with graduate and undergraduate student services.
- Demonstrated leadership and supervision experience within a complex student services unit. Successful experience advising faculty and students within a large department.
- Advanced knowledge of advising and counseling techniques.
- Knowledge of common University-specific computer application programs and knowledge of University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences (or comparable institutional knowledge).
- Skills in overseeing and evaluating people, processes or services, in order to make improvements.
- Skills in project management, attention to detail, budgeting and finance, and social perceptiveness to be aware of others' reactions and understanding why they react as they do.
- Must have multicultural competencies and ability to work with diverse populations.
- Ability in problem identification, reasoning.
- Ability to develop original ideas to solve problems, persuasion, leadership.
- Demonstrated interpersonal and effective oral and written communication skills. Political acumen
- Excellent computer skills.

Director of Student Services (0322U) 77206  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254830>

Downloaded On: Apr. 2, 2025 10:26pm

Posted Mar. 24, 2025, set to expire Jul. 1, 2025

- Ability to manage the planning of large, public events
- Bachelor's degree in related area and / or equivalent experience / training.

### **Preferred Qualifications**

- Experience with student services and advising at UC Berkeley and/or equivalent experience/training
- Master's degree in Higher Education Administration, Advising, or related field and/or equivalent experience/training.

### **Salary & Benefits**

This is a full-time career position. This position is eligible for up to 40% remote work within the United States. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs and are subject to change.

This position is eligible for the full range of 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 \$140,000 - \$160,000, annually.

### **How to Apply**

To apply, please submit your resume and cover letter.

### **Conviction History Background**

Director of Student Services (0322U) 77206  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254830>

Downloaded On: Apr. 2, 2025 10:26pm

Posted Mar. 24, 2025, set to expire Jul. 1, 2025

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**

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](#).



Director of Student Services (0322U) 77206  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254830>

Downloaded On: Apr. 2, 2025 10:26pm

Posted Mar. 24, 2025, set to expire Jul. 1, 2025

**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

University of California, Berkeley

,