

Academic HR Partner (7715U), Berkeley Law - 77332
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255697>

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Posted Apr. 15, 2025, set to expire Jul. 1, 2025

Job Title	Academic HR Partner (7715U), Berkeley Law - 77332
Department	Berkeley Law
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources
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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

Berkeley Law is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. Berkeley Law is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and solving legal and policy problems of local, national, and global import.

The Human Resources and Academic Personnel department supports the goals and challenges of the law school by providing services that promote a work environment characterized by fair treatment, open communication, personal accountability, trust and mutual respect. We are committed to providing the highest level of responsive, confidential service possible, while serving as a resource of information and expertise to all staff and academic appointees.

Position Summary

This Academic HR Partner involves recommending, developing, implementing, administering, coordinating, and/or evaluating Academic Human Resources policies, labor contracts, statutes, programs, and procedures covering one or more of the following: academic recruitment, appointment, merit and advancement; compensation and salary administration; welfare programs for academic appointees; visa procurement; leaves; benefits; payroll; training and development; misconduct; and equity concerns for the non-instructional researchers and clinical Unit IX employees.

Application Review Date

The First Review Date for this job is: 04/18/2025.

Responsibilities

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Facilitates/manages the academic appointment and review process, primarily for non-senate academic appointees, identifying issues relating to policy and compensation.

- Supports and advises the Assistant and Associate Deans and other academic supervisors, such as Center Executive Directors or Faculty Directors, and Clinical Directors, at the School of Law. Reviews, analyzes, and generates information regarding the quality and quantity of research, administrative, and service efforts by academic appointees.
- Drafts and/or edits academic appointment cases, academic personnel reviews, academic appointment letters, exceptional requests and/or other decanal recommendations. Casework primarily consists of non-senate non-instructional academic appointees, such as Professional Researchers, Specialists, Project Scientists, Academic Coordinators, and Librarians.
- Reviews and analyzes merit and promotion cases for non-senate non-instructional academic appointees. Ensures timely submission of academic cases and shepherds them through the review process. Serves as primary administrative support in HR/AP for non-senate non-instructional academic appointees.
- Facilitates and provides administrative support for personnel actions. (E.g. soliciting external letters for promotion.)
- Implements personnel decisions, mostly in partnership with Berkeley Regional Services (BRS), to ensure UCPath reflects current appointment terms.
- Oversees and assists with campus onboarding and local onboarding for non-senate non-instructional academic appointees.
- Assists if questions arise regarding additional compensation for non-senate academic appointees, such as additional work for Summer Sessions or the processing of payments for teaching in the LLM or Executive Education Programs at the law school.

Provides strategic advice and counsel to the Dean, the unit head (e.g. Center Director) and senior leadership by analyzing and interpreting system-wide and campus policies, collective bargaining agreements, academic personnel procedures and practices. Provides information and data for internal and external reports (e.g. American Bar Association (ABA) or U.S. News & World Report (USNWR)) as needed.

- Runs relevant reports and audits on academic personnel records via UCPath and/or CalAnswers or other campus systems.
- Maintains non-senate academic records and personnel files. Ensures tracking of leaves.

Assists as needed to coordinate and/or manage senate and non-senate academic searches, including

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search waiver requests, drafting of search plans, the placement of ads, conducting the initial screening of materials submitted, and search reporting. Partners with the Office of Faculty Equity and Welfare (OFEW) to ensure search practices comply with campus guidelines. Coordinates the hiring of academic appointees with the central Academic Personnel Office (APO) and Berkeley Regional Services (BRS), and other units as needed.

- May assist with the review, analysis, and generation of information for senate and other instructional faculty academic personnel reviews, such as Professors of Law, Adjunct Professors, or LSOE titles. May draft and/or edit excellence reviews and merit recommendations for Unit IX titles. May draft or assist in the preparation of appointment or reappointment letters for Unit IX titles or other non-senate academic titles.

Counsels academic appointees on moderate to complex work-related problems, such as accommodations, medical leaves, and unpaid leaves. Helps resolve issues related to accommodations, compensation or leaves.

- Analyzes and interprets guidelines and policies to provide advice and counsel to academic appointees on issues such as compensation, work-eligibility (visa) matters such as H1-B processing or PR application, general benefits, and benefits considerations in the event of a leave.

Engages in performance development and training opportunities as needed.

Performs additional duties as assigned.

Required Qualifications

- Requires in-depth knowledge of and ability to apply/interpret UC and campus policies and procedures that govern academic HR, and/or the ability to quickly develop an understanding.
- Excellent critical thinking skills to address complex issues and present nuanced analyses within policy parameters.
- Thorough knowledge of system-wide and campus policies, union contracts, procedures and practices that govern academic HR administration and/or the ability to quickly develop an understanding.
- An understanding of UC's mission and how HR supports this work, as well as the legal and human implications of HR/AP decisions.

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- Ability to analyze complex issues, develop project scope and solutions, give professional advice to senior officials and make critical decisions regarding personnel.
- Strong technical and computer skills, including proficiency in Google Suite, MS Office and video conferencing platforms with the ability to learn new computer programs and software systems.
- Thorough research, analytical and critical thinking skills, including sound judgement and decision-making with the ability to correctly identify real and potential problems.
- Excellent interpersonal skills, including political acumen, diplomacy, professional demeanor, and excellent attendance to establish and maintain good working relationships throughout the organization and with outside constituencies.
- Ability to establish and maintain effective working relationships to work independently and as a productive member of a team.
- Excellent project management and time management skills, strong attention to detail, and ability to multi-task with demanding timeframes to meet strict deadlines.
- Excellent verbal and written communication skills with superior editing and proofreading ability.
- Ability to employ active listening skills and the ability to develop persuasive and compelling arguments.
- Strong sense of ethics and ability to manage sensitive and confidential information and use a high-level of discretion.
- Ability to maintain confidentiality and utilize good judgement.
- Responsiveness and a strong commitment to providing excellent customer service.
- Demonstrated initiative and the ability to navigate change and deal with ambiguity.
- Self-starter with the ability to successfully work independently as well as collaboratively in teams.
- Demonstrated ability to work effectively and collaborate with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Demonstrated commitment to fostering an inclusive and supportive environment that promotes collaboration and mutual respect among all members of the UC Berkeley community and its stakeholders.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Knowledge of trends in academia in law, especially in the areas of academic planning, human resource management and administration highly desired.

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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 annual salary range that the University reasonably expects to pay for this position is \$90,000.00 - \$102,000.00.

- This is a full-time, Career position that is eligible for full UC benefits.
- This is an exempt, monthly-paid position.

How to Apply

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

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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



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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:

[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=6141422&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



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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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