

Department Manager (0547U) - 78674  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=257732>

Downloaded On: Jun. 6, 2025 5:57pm

Posted Jun. 4, 2025, set to expire Jul. 1, 2025

**Job Title** Department Manager (0547U) - 78674  
**Department** English  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Jun. 4, 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  
Administrative Support/Services

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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.

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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 Department of English is the largest department in the Division of Arts & Humanities within the College of Letters & Science at UC Berkeley. Nationally ranked among the top departments in both graduate and undergraduate education, English is home to approximately 50 permanent faculty, 4-6 lecturers/visitors, 9 staff FTE, 100 graduate students, and 500 undergraduate majors. Annually, the department enrolls roughly 5,000 students in its courses. The department manager oversees administrative, instructional, and research support for a diverse and intellectually vibrant academic community.

## Position Summary

The Administrative Manager is the department's chief administrative officer and the highest-ranking non-academic staff member, providing critical leadership and continuity for a department with rotating faculty chairs. Operating under general direction, the Administrative Manager is responsible for planning, managing, and implementing the full range of administrative functions, including budgeting and finance, academic and staff personnel, strategic planning, curriculum support, facilities oversight, and graduate and undergraduate student services. The position requires a deep understanding of higher education administration, sound judgment, and a proactive leadership style to support departmental goals, manage competing priorities, and maintain operational excellence.

## Application Review Date

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The First Review Date for this job is: 06/16/2025.

## Responsibilities

### Budget and Financial Management (35%)

- Directs the development (where relevant), implementation, and oversight of the department's TAS budget, gifts and endowments, Summer Sessions and other revenue, faculty start-up and retention packages, and other funding streams.
- Designs and executes multi-year budget forecasts and financial models to inform long-range planning and ensure sustainability of academic programs, staffing, and facilities.
- Serves as primary financial advisor to the Department Chair and faculty, providing strategic guidance on fund management, fiscal policy, and allowable expenditures.
- Ensures compliance with relevant financial policies; establishes robust internal controls and ensures department-wide adherence.
- Oversees fiscal transactions, payments and reimbursements, travel policies, procurement, and vendor contracts; authorizes financial actions.
- Develops and disseminates custom reports for Faculty, program directors, and external stakeholders; ensures timely reporting of financial data for audits, annual planning, and stewardship purposes.
- Identifies opportunities for cost-saving, strategic investment, and financial process improvement through data-driven decision-making.

### Academic and Staff Personnel Management (35%)

- Leads all academic and staff human resource functions within the department, ensuring compliance with relevant policies, union contracts, and labor regulations.
- Oversees academic appointments and reviews for ladder-rank faculty, Unit 18 lecturers, postdoctoral scholars, visiting scholars, ASEs.
- Advises the Chair and relevant committees on sensitive or complex personnel cases, including performance management, accommodations, policy interpretation, and conflict resolution.
- Directly supervises 8-10 professional and administrative staff members; sets performance expectations, conducts evaluations, and creates opportunities for growth and professional development.
- Leads organizational planning and reclassification efforts; analyzes emerging service needs and adjusts staffing structures and responsibilities accordingly.
- Ensures consistent application of HR best practices; models and fosters an inclusive, supportive, and equitable work culture in alignment with campus values.

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**Strategic Planning and Administrative Operations (15%)**

- Serves as the primary strategic partner to the Department Chair, advising on departmental priorities, policy implementation, resource allocation, and change management.
- Provides administrative continuity through rotating faculty leadership; documents historical practices and institutional knowledge to guide new leadership transitions.
- Manages internal communications, procedural documentation, and operational planning, ensuring alignment with the department's academic mission and campus-wide priorities.
- Identifies opportunities for administrative process improvements, cost efficiencies, and technology adoption; works with central units to implement campus innovations.

**Curriculum and Program Support (10%)**

- Partners with the Department Chair, faculty officers, and curricular staff to develop academic program plans, ensuring timely and balanced course offerings across the undergraduate and graduate curricula.
- Manages course scheduling and instructional support planning, accounting for faculty sabbaticals, leaves, lecturer needs, and instructional budget constraints.
- Oversees Graduate Student Instructor (GSI) and Reader appointments and supports policy compliance and effective stewardship of instructional funds.
- Supports the administration and review of academic programs such as the English major, Creative Writing, and the Ph.D. program; collaborates with faculty and advisors on student success and retention strategies.
- Provides and/or plans for logistical and administrative support for study abroad partnerships, writing contests, student prizes, and other academic enrichment activities.

**Facilities (5%)**

- Manages space assignments, capital improvement projects, renovations, and maintenance issues; acts as liaison to campus units on building operations and emergency planning.
- Oversees or delegates operations of the Maude Fife Room, departmental computer lab, library, and Center for Writers; manages usage policies, reservations, and fee structures as applicable.

**Required Qualifications**

- Significant experience managing operations in a complex academic or nonprofit setting.
- Advanced knowledge of financial and budgetary principles, human resources practices, and

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organizational management.

- Strong supervisory skills, including team leadership, performance management, and conflict resolution.
- Excellent communication, collaboration, and organizational skills; ability to work effectively with a wide variety of stakeholders.
- Familiarity with university systems (e.g., UCPath, BFS, CalAnswers, BearBuy) or demonstrated aptitude to learn them quickly.
- High level of political acumen and discretion in handling sensitive matters.
- Bachelor's degree in related area and/or equivalent experience/training.

### **Preferred Qualifications**

- Experience with and/or can quickly learn UC Berkeley's academic and staff personnel policies and systems.
- Completion or progress toward the Financial Management Certificate Program (FMCP).
- Experience with business process redesign and change management.

### **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 \$109,200.00 - \$160,000.00.

### **How to Apply**

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

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## Other Information

- This is not a visa opportunity.

## 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.

**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 Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state

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or federal law.

**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

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