

Associate Registrar (0323U) 77959
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=257976>

Downloaded On: Jun. 7, 2025 9:35am

Posted Jun. 6, 2025, set to expire Jul. 1, 2025

Job Title Associate Registrar (0323U) 77959
Department Office of the Registrar
Institution University of California, Berkeley
Berkeley, California

Date Posted Jun. 6, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Admissions/Student Records/Registrar

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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

The Office of the Registrar (OR) supports every registered student, as well as all the faculty and staff who interact with them. We are committed to helping students discover an academic path that fulfills graduation requirements and that augments and enriches their education beyond the boundaries of their degree program. We are stewards of student data and are responsible for maintaining the integrity of every academic record. We work with the schools, colleges, departments, and IT system groups to ensure adherence to policies, regulations, and procedures as mandated by the UC Regents and the Faculty Academic Senate, the accuracy of data, and to provide access and security for the curriculum, academic records and other data needed to fulfill Berkeley's academic teaching mission.

Application Review Date

The First Review Date for this job is: June 17, 2025

Responsibilities

The Associate Registrar (AR) for Enrollment, Academic Scheduling, and Classroom Management oversees key operational divisions within the Office of the Registrar, ensuring efficient enrollment, registration, tuition and fees services and academic scheduling for 45,000 undergraduate and graduate students, and the management of 202 general assignment classroom spaces. This role is pivotal during a time of exciting change at UC Berkeley, with new leadership fostering a culture of innovation and student success. As part of this transformation, organizational structures may evolve to enhance efficiency and effectiveness.

The AR collaborates with university leadership, faculty, deans, department chairs, and academic committees to formulate policies and implement best practices. The AR leads the planning and

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implementation of streamlining processes and software solutions, thoughtfully balancing the department's mission, goals, and priorities within a highly decentralized academic environment. Recognizing that a single change can impact 15 schools and colleges, the AR ensures decisions are carefully evaluated for operational viability, campus acceptance, and long-term sustainability. The AR empowers and guides the team in decision-making, encouraging them to take the lead on initiatives while providing oversight and ensuring alignment with divisional priorities and campus standards.

Additionally, the AR is a key partner in system development efforts that impact students, staff, and faculty. The AR supervises a team of 5 FTE directly and 6 FTE indirectly, with indirect budgetary oversight of a portion of the \$3.0 million Office of the Registrar operating budget and shared input in the campus's \$1.3 - \$1.4 million General Assignment Classroom Renovation budget. As a senior leader and member of the leadership team in the Office of the Registrar, the AR carries a campus-wide scope and provides strategic oversight for the areas they oversee:

Registration, Enrollment, Tuition and Fees:

- Oversee and manage the planning and continuous improvement of the campus registration and enrollment processes for all students, including tuition, fees, readmission, and special programs.
- Collaborate with Berkeley Information Technology to ensure efficient, user-friendly enrollment processes through Campus Solutions.
- Works through the team to ensure accurate enrollment modifications, fee assessments, and student account updates
- Direct the assessment and maintenance of tuition, mandatory fees, and course-specific fees for all student populations in alignment with University, state, and federal regulations.

Classroom Scheduling:

- Works through the team to manage the scheduling of general assignment classrooms to optimize space utilization.
- Provides direction to subordinate managers and supervisors in working with academic departments to coordinate course scheduling and resolve conflicts efficiently.
- Oversees implementation and enhancement of scheduling technologies to improve transparency and efficiency.
- Provides data-driven analysis and reporting on classroom utilization and instructional space needs.

General Assignment Classroom Improvement and Management:

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- Oversee the renovation, maintenance, operational management and policy governance of general assignment classroom spaces.
- In partnership with the Classroom Renovations Team, participate in administering the \$1.2 million General Assignment Classroom Renovation budget, aligning expenditures with academic priorities.
- Determines long and short-term goals and objectives related to classroom management.
- Collaborate with Facilities, IT, Research Teaching and Learning, building managers, Disability Resources Program, Capital Projects, the campus Spatializer, and academic departments to improve classroom functionality, technology, and accessibility.
- Establish and enforce policies for general assignment classroom usage, ensuring that instructional spaces meet evolving pedagogical needs.
- Advises and supports the identification and clarification of policy governance related to classroom usage, working with campus partners to ensure alignment with academic and institutional priorities.
- Provide strategic and budgetary guidance for the Classroom Management Program, serving as the highest escalation and resolution point for key campus partners.
- Provide strategic leadership and direction for the Campus Committee on Classroom Management (CCCPM), advocating for the needs of general assignment classrooms in alignment with campus priorities.

Team Management:

- Provides strategic leadership and manages staff in functional areas, including professional career staff, contract staff, represented staff, and student workers.
- Ensures team complies with all applicable, federal, state, UC, and Berkeley policies and practices.
- Provides direction to subordinate supervisors, leads, and staff. Makes decisions on performance, salary actions, hiring decisions and other human resources related issues of managed staff.

Required Qualifications

- 5+ years of progressively responsible experience in higher education administration or equivalent combination of education and experience.
- In depth knowledge of student enrollment systems, classroom and final exam scheduling, and academic policies.
- Proven ability to lead complex projects, analyze data, and drive improvements.
- Strong leadership experience in managing and mentoring diverse teams.
- Excellent communication skills, with the ability to translate technical concepts into clear, accessible language for faculty, administrators, and technical teams.

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- Experience in budget management and resource allocation.
- Ability to stay organized and prioritize effectively in changing circumstances.
- Knowledge of FERPA regulations.
- Proven success in working with diverse populations.
- Experience in academic course and room scheduling and final exam coordination.
- Strong time management and ability to work independently.
- Effective collaboration with university departments.
- Both people- and detail-oriented, with strong analytical and problem-solving skills.
- Bachelor's degree in related area and / or equivalent experience / training
- Experience with student records modules in Campus Solutions or similar student information systems.

Preferred Qualifications

- Campus Solutions and 25Live experience is strongly preferred.
- Familiarity with UC Berkeley policies, procedures, and governance structures.
- Transformational leadership experience preferred.
- Skills in monitoring / assessing people, processes or services, to make improvements.
- Skills in project management, social perceptiveness to be aware of others' reactions and understanding why they react as they do.
- Ability in problem identification, reasoning, ability to develop original ideas to solve problems, persuade others, and lead.
- Master's degree in higher education administration, business, or a related field.

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.

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The entire salary range for this position is \$109,200 - \$207,800. The budgeted salary range that the University reasonably expects to offer for this position is \$130,000 - \$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.
- This position is eligible for up to 40% 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.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

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](#).

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To apply, visit

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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