

Associate Chief of Staff (0554U), Chancellor's Office
78799
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258077>

Downloaded On: Jun. 13, 2025 5:56am

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

Job Title	Associate Chief of Staff (0554U), Chancellor's Office 78799
Department	Office of the Chancellor
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jun. 10, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
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Job Description

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Associate Chief of Staff (0554U), Chancellor's Office 78799

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 Chancellor at the University of California, Berkeley provides administrative, organizational, strategic, and compliance services to advance the Chancellor's vision, core values, and priorities.

Job Summary

The position provides strategic support and operational oversight for the Chancellor's Office, ensuring alignment of university initiatives with the Chancellor's priorities and facilitating effective communication and decision-making across campus leadership. This role serves as a key liaison between the Chancellor and Associate Chancellor among various campus constituencies, addressing complex issues and driving the implementation of high-level projects. This position is pivotal to the success of the Chancellor's and Associate Chancellor's leadership teams, driving greater effectiveness and efficiency by managing communications, providing executive-level advisory services, managing projects and initiatives and overseeing the immediate office staff.

Application Review Date

The position will remain open until filled, with application reviews beginning in mid June. For full consideration, we would recommend applying by Monday, June 16th at 9:00 AM PT.

Responsibilities

- Serves as an executive advisor to the Chancellor and Associate Chancellor/Chief of Staff, providing strategic guidance and informed recommendations on current university issues,

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initiatives, and emerging trends.

- Monitors and analyzes critical issues, assesses their potential impact, develops strategic responses, and coordinates communications as needed.
- Advises the Chancellor and Chief of Staff on campus policies, initiatives, and programs, offering staffing support and preparing briefing materials.
- Recommends responses to complex and unprecedented situations, such as issues related to free speech, campus protests, Regental project approvals, policies, and other high-profile issues.
- Prepares and coordinates executive level materials, including presentations, summaries, reports, manuscripts, and draft documents.
- In partnership with the Associate Chancellor/Chief of Staff, evaluates complex situations, identifies areas for improvement, develops strategic solutions, and leads cross-functional teams to address campus-wide organizational, policy, and political challenges.
- Collaborates with Cabinet leaders to convene key stakeholders and drive resolution of critical and time-sensitive matters impacting the campus.
- Leads initiatives to support the Chancellor engagement with staff, students, faculty, and community groups. In consultation with Student Affairs and Equity & Inclusion leadership, leads strategy setting for engagement with student organizations, identity-based groups, and communities in crisis, ensuring timely and productive responses that prevent escalation.
- Exercises broad discretion in conducting high level analyses and selecting appropriate methods and approaches to resolve organizational challenges, implement change, and drive strategic outcomes.
- Implements solutions aligned with the Chancellor's priorities and broader interests of the campus community.
- Ensures follow through and accountability for the execution of action plans.
- On behalf of the Chancellor and Associate Chancellor/Chief of Staff, leads the engagement strategy with key internal and external advisory bodies including the Cabinet, Associate Cabinet, UC Regents, Office of the President, UC Berkeley Foundation, and the Board of Visitors. Ensures these leadership groups operate at the highest level by surfacing critical issues, facilitating inclusive dialogue, encouraging diverse perspectives, and guiding the development of informed solutions.
- Provides the Chancellor with timely and critical advice on a broad range of important campus issues and priorities.
- Oversees the Board of Visitors program, including management of budget and staff resources, development of an annual board plan, and ongoing evaluation and adjustments to align with the Chancellor's priorities.
- Ensures proper board governance by developing and maintaining the board charter, policies, and procedures.

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- Develops and manages the board member recruitment and onboarding process in collaboration with the Chancellor and Associate Chancellor/Chief of Staff. This includes identifying strategic recruitment priorities, cultivating prospective members, and conducting due diligence.
- Ensures the external, volunteer Board of Visitors is actively engaged and well-positioned to provide strategic advice to campus leadership.
- Collaborates with University Development and Alumni Relations (UDAR) to engage individual board members, many of whom are among the university's top donors.
- Supervises Chancellor's Immediate Office:
 - Ensures processes and procedures of the Immediate Office are efficient, effective, and aligned with the Chancellor's priorities and broader interests of the campus.
 - Oversees communications management for the Chancellor's Office, including the development of complex and sensitive correspondence and messaging on behalf of the Chancellor.
 - Provides leadership, coaching, and professional development for the Immediate Office administrative support team, including direct supervision of two Executive Assistants and one Communications Specialist.
- Represents and leads on behalf of the Chancellor and Associate Chancellor/Chief of Staff in engagement with a wide range of constituencies, including external partners and officials, campus leadership and committees, the Academic Senate, and student, staff, and faculty groups.
- Serves as a representative on high-level task forces and strategic planning groups, including initiatives related to campaign and institutional strategy, proposals to unname campus buildings or entities, and the development and implementation of new policies.

Required Qualifications

- Advanced strategic planning, program management, and facilitation skills, with demonstrated ability to lead short- and long-range initiatives across complex organizations.
- Experience in a complex organization and knowledge of its processes, protocols, and procedures to navigate.
- Sound strategic thinking and consulting skills in guiding the organization toward workable strategies and solutions.
- Excellent written and verbal communication skills.
- Proven ability to focus on priorities, strategies, and vision.
- Exceptional interpersonal and leadership skills, including the ability to coach, influence, and build trust at all levels - from frontline staff to senior leadership.
- Advanced relationship building skills with the ability to effectively engage diverse internal and external constituencies.
- Unquestionable integrity, sound judgement, and a strong ethical compass; consistently models

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high standards of professionalism, confidentiality, and discretion.

- Demonstrated intellectual curiosity and a self-starter mindset, with the ability to proactively identify challenges and opportunities and take initiative with little direction or oversight.
- Strong political acumen and sensitivity to campus climate and cultural dynamics; able to navigate complex organizational and interpersonal landscapes.
- Knowledge of common organization-specific and other computer application programs.
- Solid financial acumen, with the ability to interpret financial data, assess budgetary impact, and support resource planning.
- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Advanced degree preferred.
- Advanced knowledge of UC Berkeley's processes, protocols and procedures.

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 salary range that the University reasonably expects to pay for this position is \$166,500.00 - \$205,000.00.

The full salary range associated with the classification is \$134,200.00 - \$263,400.00

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How to Apply

To apply, please submit your resume and cover letter.

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

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

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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 or federal law.

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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