

Operations Director (7377U), Center for the Study of Child
Care Employment - 79191
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258827>

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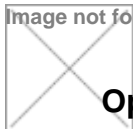
Posted Jun. 30, 2025, set to expire Jul. 1, 2025

Job Title	Operations Director (7377U), Center for the Study of Child Care Employment - 79191
Department	Center for the Study of Child Care Employment
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jun. 30, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services Finance/Investment Management Facilities/Maintenance/Transportation Human Resources
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Apply By Email

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 Center for the Study of Child Care Employment (CSCCE), at the Institute for Research on Labor and Employment provides research and analysis on the preparation, working conditions, and compensation of the early care and education workforce. We develop policy solutions and create spaces for teaching, learning, and educator activism. Our vision is an effective publicly funded early care and education system that secures racial, gender, and economic justice for those whose labor is the linchpin of stable, quality services.

Position Summary

The Operations Director will manage the full administrative operations of CSCCE to include personnel, finance, policies and procedures, and office operations. General management activities include long-range and short-range strategic planning and directing critical activities and processes.

Application Review Date

The First Review Date for this job is: 07/09/2025.

Responsibilities

Fiscal Management

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- Manage CSCCE's finances, including multiyear budget preparation, forecasting, financial reporting, and purchasing/reimbursements which may be complex.
- Serve as a liaison with the IRLE Central Budget Manager to ensure adherence to the annual budget timelines and projection update cycles, as well as other IRLE financial requirements/due dates.
- Provide stewardship and oversight of all CSCCE funding sources, including grants (public and private sources), contracts (public and private sources), gifts, revenue, and other funding sources.
- Manage post-award administration of grants, contracts, and agreements.
- In collaboration with Principal Investigators and the SHARE Research Administrator, develop projections and alternate spending scenarios.
- Ensure compliance with all terms and conditions of awards, adhering to IRLE, University, federal, state, and funder policies and regulations.
- Safeguard the financial integrity of all funds by routinely reviewing expenditures against budgets and preventing overspending.
- Analyze expenses, develop cost projections, and provide financial tracking to meet reporting requirements for funding agencies.
- Allocate resource/effort levels according to project funding.
- Review and monitor all grant assignments for resources such as equipment, research stipends, and travel.
- Provide funding approval for purchasing/hires.

Organizational and Process Management

- Steer grants, contracts, and other agreements through development and execution phases, working closely and strategically with directors, campus departments, and external partners.
- Monitor the implementation of strategic and organizational effectiveness plans in collaboration with organizational committees and directors.
- Provide recommendations to leadership for short and long-range strategic planning.
- Coordinate leadership and staff meetings, including setting agendas, tracking follow-up actions, and supporting engagement opportunities such as retreats.
- Establish and meet annual learning objectives for skill-building and professional development.
- Share key lessons learned with coworkers and incorporate insights into ongoing work.
- Collaborate with staff across the organization to develop or refine internal processes and policies that support high-quality work, enrich organizational culture, and foster inclusion for a racially and otherwise diverse team.
- Design and maintain databases and workflows to track key CSCCE activities, including projects, data use agreements, and human subjects' protocols.
- Strategically partner with all levels of management and other campus entities to ensure the

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needs of CSCCE are recognized and accommodated within the University.

- Serve as a liaison with IRLE and campus staff.

Personnel Management

- Manage hiring and human resources, in coordination with CSCCE leadership IRLE Management, and SHARE HR Partner.
- Assist in recruitment, selection, orientation, training, evaluation and corrective action of staff and student employees by: drafting, editing or proofing job descriptions/ads or job reclassification requests, interview questions, hiring paperwork, performance evaluations, and counseling/disciplinary memos; and chairing and serving on search committees.
- Establish, implement, and maintain CSCCE's onboarding, termination and offboarding processes for staff and student employees ensuring compliance with the policies and procedures of IRLE, University, and federal regulations.
- Oversee extensions of appointments, timecards, and staff trainings, and support performance reviews and other HR actions in coordination with IRLE and campus HR staff.
- Ensure CSCCE's compliance with HR/Payroll deadlines and policies/procedures, in coordination with central campus support staff.
- Advise Directors on workload, workflow and staffing issues.

Office and Events Management

- Manage CSCCE space logistics, and IT and equipment inventory in coordination with IRLE and campus staff.
- Serves on the IRLE building committee and as a building safety coordinator.
- Works with colleagues to resolve issues related to computer maintenance, office equipment, furniture, and supply acquisitions.
- May supervise or serve as leader for a small staff of support employees and/or students.
- Coordinate CSCCE webinars and convenings.
- Collect information on venues and catering options and write recommendation memoranda to staff lead and Directors; negotiate special pricing for meeting events venue, catering, and equipment with vendors.
- Coordinate day-of event logistics.

Other duties as assigned

Required Qualifications

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- Advanced knowledge of financial principles and experience working with budgets of at least \$2 million.
- Knowledge of or willingness to carefully learn University rules and regulations, processes, protocols and procedures for budget, accounting and fund management, and/or personnel management.
- Interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising and counseling skills.
- Demonstrated experience with a variety of administrative operational activities such as event planning, basic fundraising processes, risk management planning, human resources/payroll, and contracts and grants regulations and guidelines.
- Demonstrated knowledge of common software applications for organizational operations.
- Demonstrated ability to produce work with a high level of detail and accuracy.
- Strong skills in short-term planning, analysis, problem-solving, and customer service.
- Thorough knowledge of financial analysis and reporting techniques, and/or human resources policies and procedures for staff and academic employees.
- Ability to interact with a variety of populations in a dynamic work environment and to establish relationships with staff and external organizations and individuals.
- Demonstrated interest in CSCCE's mission and values.
- Takes initiative, can navigate bureaucratic systems, is a strong collaborator and communicator and can be a leader in our organization.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Familiarity with academic, or other complex, institutions.
- Experience with project management systems such as Smartsheet.
- Experience with content and fiscal management systems such as Salesforce and Oracle.

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,

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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 \$95,000.00 - \$115,000.00.

- 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 100% 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.

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

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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 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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