

Associate Director of Global Experiences (4545U), Haas
School of Business - 78648
University of California, Berkeley

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Posted Jul. 16, 2025, set to expire Nov. 1, 2025

Job Title	Associate Director of Global Experiences (4545U), Haas School of Business - 78648
Department	Haas School of Business
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 16, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director Professional Staff
Academic Field(s)	Educational Services 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.

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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

UC Berkeley's Haas School of Business offers a unique opportunity to champion new ideas, collaborate across boundaries, and continually learn in a workplace committed to creating a welcoming environment for all. Our distinctive culture is captured within our four [Defining Leadership Principles](#): **Question the Status Quo, Confidence Without Attitude, Students Always, and Beyond Yourself**. These principles distinguish Berkeley Haas as a unique environment, conducive to teamwork, collaboration, and career growth.

For more information about the Haas School of Business visit: <https://haas.berkeley.edu/about/>

The Haas School of Business embraces flexible working arrangements for its employees. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

Application Review Date

The First Review Date for this job is: 06/13/2025.

Responsibilities

Reporting to the Director of Academic Affairs, the Associate Director of Global Experience delivers programming and services to students, faculty, staff and alumni of the four Haas Undergraduate

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Business Programs (Global Management Program (GMP), Spieker Undergraduate Business Program (SUBP), Robinson Life Science, Business and Entrepreneurship Program (LSBE) and Management, Entrepreneurship and Technology (M.E.T.)). The position's three primary focus areas are the following: the management and launch of our Global Management Program (GMP) in Ghana Fall 2026, Study Abroad advising to all interested Haas students and providing high quality academic advising to declared business majors, with a special focus on our international student population. Engagement with campus partners guides an informative approach on how to manage caseloads. Using campus student information systems, as well as internal Haas systems, implement academic processes, manage enrollment and degree progress for all undergraduate students. The focus is also on enhancing the academic experience including making appropriate educational choices and decisions, conducting informational sessions about study abroad options and providing guidance to students and faculty on policy & procedures. In addition, the Associate Director of Global Experience works to ensure high levels of customer satisfaction among the program's various constituencies; provides general academic services support, as well as other duties as directed by the Director of Academic Affairs.

Global Management Program (GMP) Lead

- Plans and executes a strong GMP student experience that includes recruitment and admissions, orientation sessions, immersive company and cultural visits and guest speakers during the Ghana semester; and a welcome upon their return from Ghana; GMP-specific co-curricular training sessions that focus on career development and exploration; strong academic advising and a commencement celebration.
- Works closely with the GMP student board to advise and support student-initiated programming.
- Applying professional Student Development concepts, leads and manages the full range of student services to the student population served by the organization.
- Within an academic department/school/college provides, and makes recommendations for the improvement of the following programs:

Recruitment and Admissions

- Works with Admissions team to plan and implement outreach programs and information sessions for Global Management Program (GMP) students.
- Advises prospective applicants on necessary academic preparation; appropriateness of program as it pertains to the prospective applicant's goals; utilizing in-depth knowledge of the organization's admissions criteria, helps evaluate applicants for admissions; evaluates domestic and international transcripts for degree eligibility; provide guidance and strategy to initiate and arrange student recruitment visits to Berkeley (leveraging GMP student leadership).

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- Manages Global Management Program as lead academic advisor and enrollment coordinator; determines completion of the Global Management Concentration and works in collaboration with Berkeley Study Abroad, the study abroad provider and the University of Ghana.
- Oversees the GMP Student Board and their community building activities, which includes budget recommendations and leadership development.

Academic Advising and Services

- Manages and advises an advising caseload, which includes a mix of students from first to fourth year, transfer, continuing and international students.
- Creates and updates degree checks utilizing the Academic Progress Reports.
- Processing of all Curricular Practical Training (CPT) and Optional Practical Training (OPT) forms for all declared Business majors.
- Collaborates closely with the Berkeley International Office on current policies and laws regarding international student visa statuses.
- Determines barriers, complications affecting a student's academic success and makes appropriate referrals for additional assistance from other units.
- Manages concurrent enrollment according to program policies via Student Information Systems (SIS) and collaboration with Berkeley Haas Global Access Program (BHGAP) teams.
- Maintains comprehensive understanding of university and school policies.
- Receives and implements student petition processes following Haas Undergraduate Programs Policies.

Study Abroad Management and Advising

- Manages GBO orientations and info sessions for all business majors and Haas reciprocity students.
- Advises Business majors and reciprocity students on program choice and course load.
- Reviews syllabus, transcripts and Academic Planning Forms.
- Works closely with University of California, Education Abroad Program (UCEAP) head office and Berkeley Study Abroad teams.
- Determines eligibility for study abroad courses in relation to degree requirements by reviewing course syllabi as it pertains to degree requirements.
- Updates eligible courses into the student Academic Progress Report.
- Guide faculty members to create their own Travel Study Program in conjunction with Berkeley Study Abroad and the Academic Senate.
- Facilitates and manages the selection and distribution of the Tom Tusher Scholarship Application.
- Provide statistical reports as needed and maintain historical data.

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Special Projects:

- Assist Haas Undergraduate Programs Assistant Dean and other staff with on-going special projects, pilots and strategic initiatives.
- Work on special programs as assigned.
- Attend classes that will enhance professional expertise.
- Serve on departmental and campus-wide committees as appropriate.
- Participate in activities that enhance the campus community and/or larger community to further University service.
- Other duties as assigned.

Professional Learning and Growth

- Actively contributes to a team environment that fosters and promotes a culture of belonging for all, within the unit and at Haas. Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.
- Completes required training on time and engages in opportunities for learning pertinent to the position or at the suggestion of the supervisor.

Required Qualifications

- Experience in supporting international education experiences at the undergraduate level.
- Experience with formal academic advising and counseling techniques with undergraduate populations.
- Experience with planning and executing co-curricular activities or events for undergraduate students.
- Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
- Ability in problem identification, problem framing and reasoning, planning for course of action, and providing reports that require critical analysis of data.
- Demonstrated ability to analyze complex situations and issues, understand and summarize them, and formulate an appropriate course of action in conjunction with appropriate constituencies.
- Ability to work diplomatically with faculty and students during difficult situations.
- Ability to synthesize and then analyze data from research, reviews and surveys.
- Ability to develop original ideas to solve problems.

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- Excellent interpersonal skills, demonstrating a desire to establish and maintain positive & professional working relationships with colleagues, students and team members.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.

Education/Training:

- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Experience in creating and executing faculty-led study abroad experiences at the undergraduate level
- Knowledge of and/or can quickly learn University-specific computer application programs.
- Knowledge of and/or can quickly learn University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Knowledge of and/or can quickly learn university processes and procedures, rules and regulations.

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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 \$61,200.00 - \$83,200.00.

How to Apply

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

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

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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 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

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N/A

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