

Director of Administration (0548U) 79930
University of California, Berkeley

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Posted Jul. 28, 2025, set to expire Jun. 30, 2026

Job Title Director of Administration (0548U) 79930
Department Molecular and Cell Biology
Institution University of California, Berkeley
Berkeley, California

Date Posted Jul. 28, 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 Departments of Molecular and Cell Biology (MCB), Integrative Biology (IB) and Neuroscience (NEU) are among the largest academic departments at UC Berkeley. By several measures (including number of faculty and students, budget, and assigned square feet), these departments are larger than many UCB colleges and schools. The three departments represent over 186 faculty FTE (including Adjuncts, Professors of the Graduate School, active emeriti and 21 HHMI professors); 140 Researchers and Specialists; 185 post-doctoral researchers; 375 graduate students; 60 department staff members; and total state and extramural payroll of approximately 1450 (including Graduate Student Instructors, Graduate Student Researchers and research staff). Financial resources include approximately \$90M in annual extramural funding (which accounts for over half of the total sponsored research awards in the College of Letters & Science) and over \$91M other fund sources. Department personnel are currently housed in eight buildings located in three widely separated parts of the campus.

Position Summary

Responsible for managing the general operations of three large academic organizations, IB, MCB, and Neuro through the Biological Divisional Services (BDS) organization. Administrative services include activities finance, recharge centers, communications, human resources, IT, instruction, and student services. Administrative support services are provided directly by the respective unit staff (i.e. BDS, IB, MCB or Neuro) or by staff under Berkeley Regional Services (BRS) staff. The Director of Administration works closely with BRS leadership to ensure service. General management includes

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long and short-range strategic planning in determining the mission and directing all activities of the multi-disciplinary departments through subordinate management staff.

Application Review Date

The minimum posting duration for this position is 14 calendar days. The department will initiate the application review process on/after August 7, 2025.

Responsibilities

Makes decisions on administrative or operational matters and ensures achievement of departments' objectives (operational and budget processes, academic and/or staff FTE, finance, recharge administration, fundraising, human resources, IT and space planning).

- Performs policy and issues research and analysis.
- Directs all aspects of departmental budget planning and preparation including short and long-range financial planning for an annual budget of approximately \$180 million.
- Alongside Finance Director, provides financial advice and consultation, analyzes budgetary implications of proposed changes to long-range academic programs and plans.
- Confers with academic staff and technical/administrative unit managers to prepare complete plans as prioritized by academic management and departmental committees.
- Oversees departmental expenditures and financial position throughout the year; immediately advises the Dean and Chairs of problem areas that may require a deviation from plans.
- Drafts department responses for Dean and Chairs to campus requests for policy development input and requests for information.
- Reviews and monitors PI funding and makes a plan along with the Chairs for layoffs on PI lab staff.
- Partners with subordinate managers to develop programs that meet the department's strategic goals including revenue generation (i.e. IAP, concurrent enrollment, masters program, summer sessions, etc.)

Instills strong management practices among subordinate managers.

- Plans and coordinates the implementation of administrative policies, procedures, and standards necessary to ensure uniform, effective and appropriate business practices.
- Oversees management of business services: including departmental accounting, receiving, and recharge; computer programming and support services; senate and teaching title academic

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human resources administration and coordinates with BRS for service delivery of purchasing, travel and entertainment processing, pay; payroll services, and various units that directly support the academic program, support services including graduate and undergraduate student services, and instructional support for laboratory courses, including Biology 1A and 1B, two gateway laboratory courses for biosciences; space and facilities: in conjunction with the Dean and Chairs, manages departmental space allocation and utilization in four major building complexes. Directs the administration of support facilities such as stockrooms, core rooms, and shared equipment. Oversees all necessary expenditures from departmental funds in support of these functions.

Responsible for managing three large academic research departments.

- Communicates the mission and direction of the College, the Dean, and the Departments to staff, building necessary coalitions to affect positive change.
- Partners with the departments to determine and establish organizational structures.
- Promotes administrative innovation, quality customer service and respect for diversity, teamwork and open communication.
- Identifies, defines, plans and implements the administrative activities required to accommodate and support changes in or additions to academic programs and administrative accountability.
- Provides analysis and makes recommendations to ensure that acceptable quality and levels of support services are provided throughout the departments, and that functional areas, projects and programs are adequately staffed to meet the departments' missions.
- This includes making recommendations to the Dean and Chairs on appropriate staffing levels.

Represents the departments in campus-wide meetings and discussions.

- Plans, designs, influences and implements campus-wide processes.
- Serves as a campus resource: as a member of campus committees charged with developing business services and personnel policies and procedures; and in response to questions and concerns raised by other biological sciences departments.

Interacts with, and advises, senior managers on controversial situations, and customer negotiations, and participates with other higher-level managers to establish campus strategic plans and objectives.

Required Qualifications

- Advanced skills in strategy development, financial analysis, reporting techniques, systems

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planning and change management, including specialized knowledge of academic, research and business administration in large, complex departments with diverse funding sources. This should include knowledge of a full range of business services, human resources, fiscal controls and risk management, policy analysis and development, best practices, information systems/communications planning, organizational development and design, contract and grants administration, academic support and the implementation and administration of courses of instruction.

- Strong leadership abilities to oversee multiple functions or departments through subordinate managers.
- Ability to manage and motivate a large, multi-functional staff and to foster a positive, cohesive organizational structure.
- Aptitude to establish metrics for departments' and employee goals which measure effectiveness of contributions to efficient operations of departments.
- Excellent skills to work collaboratively and act persuasively in sensitive situations; skills in conflict management techniques.
- Skills in establishing and implementing customer service standards.
- Knowledge of ongoing State, UC System, University and Departmental environments sufficient to permit effective long-range planning of finances, staffing, teaching and facilities including at the capital projects level.
- In depth knowledge of and/or can quickly learn common campus-specific and other computer application programs.
- Ability to exercise a high degree of independent judgment, innovation, and political acumen, as well as personal, technical and business management skills in order to interact effectively with all levels of the university administration, faculty and staff, mediate between academic program imperatives and personalities, and between conflicting business and regulatory requirements.
- Initiative, adaptability and conflict-resolution skills to establish leadership and credibility within and outside the Departments.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Advanced project management skills, including the capability to manage capital projects.
- Knowledge of developing and understanding new undergraduate and graduate programs, SSGPPD.
- Experience in collaboration with other senior managers/directors to anticipate short-term and long-range planning for equipment, and facility needs.
- Experience in review and monitoring lab funding and/or instructional budget management.
- Working knowledge/understanding of graduate student funding.

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- Experience with revenue generating programs (e.g. summer sessions, certificate programs).

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

- This is a full-time (40 hours/week), career position that is eligible for UC Benefits.
- 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.

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

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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 or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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