

Associate Director (4801C) - Berkeley Center for New  
Media  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260374>

Downloaded On: Jul. 30, 2025 5:22pm

Posted Jul. 29, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	Associate Director (4801C) - Berkeley Center for New Media
<b>Department</b>	Berkeley Center for New Media
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jul. 29, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director Professional Staff
<b>Academic Field(s)</b>	Human Resources Finance/Investment Management
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**Job Description**

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**Associate Director (4801C) - Berkeley Center for New Media**

**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 Berkeley Center for New Media is an interdisciplinary research center that studies and shapes media transition and emergence from diverse perspectives. Through critical thinking and making, we cultivate technological equity and fairness in our classrooms, in our communities, and on the internet.

A focal point for research and teaching about new media, we are led by a highly trans-disciplinary community of 120 affiliated faculty, advisors, and scholars, from 35 UC Berkeley departments, including Architecture, Philosophy, Film & Media, History of Art, Performance Studies, and Music; the Schools of Engineering, Information, Journalism, and Law; and the Berkeley Art Museum. We offer a variety of graduate and undergraduate certifications as well as a rich set of public programs. BCNM is located at a global center for design and information technology and based in a public research university known for alternative thinking.

The Associate Director serves as the chief administrative officer providing critical leadership and continuity for a Center with rotating faculty Directors. This position manages, plans, administers, and coordinates the administrative operations of the Berkeley Center for New Media, an interdisciplinary research Center serving graduate and undergraduate students through its Designated Emphasis and Certificate program, faculty from across campus through its research arm, and the general public through a robust events schedule. The position reports to the Director of the program, under the auspices of the Center's Executive Committee, and supervises a small number of facilities and events coordination staff. The position includes administration planning and oversight of budgeting and finance, academic and staff personnel, strategic planning, curriculum support, facilities oversight, and

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graduate and undergraduate student services.

### **Application Review Date**

The First Review Date for this job is: August 8, 2025 - Open Until Filled

### **Responsibilities**

**20%** - Analyzes BCNM's academic programs (Designated Emphasis, Graduate and Undergraduate Certificate; Global Digital Infrastructure Certificate) and is responsible for planning and implementing offerings, including advising; administering student awards and monitoring academic progress; coordinating, scheduling, and evaluating both faculty and student-led courses; arranging publicity and student intake for each admission cycle. The position manages the graduate program review process. The Associate Director also serves as a liaison to the departments associated with its programs, and thus cultivates and maintains strategic relationships with a variety of internal and external stakeholders.

**15%** - Performs short and long term planning to develop and prepare BCNM budget for Divisional approval and regularly reports to the Division on the BCNM budget. The position is accountable for financial management execution and allocates resources to its events and program budgets. The Associate Director understands university and grant agency policies and oversees and processes appropriate purchases and reimbursements. The Associate Director serves as a special resource for pre- and post-contracts and grants work for BCNM faculty, guiding faculty through the regulatory processes, interpreting regulations and guidelines on grants and/or contracts, consulting on administrative aspects of grant proposals, ensuring expenses are paid appropriately, and reporting is accurate. Performs financial and/or resource analysis, which could include budgetary analysis, financial analysis, forecasts, projections, staff or faculty salary or FTE analysis, student enrollment analysis, contracts and grants analysis.

**15%** - Plans for BCNM human resource needs and coordinates with ERSO to hire and update BCNM positions, including career staff, student assistants, and student instructors. The position liaises with a variety of units on campus to initiate recruitments, hires, promotions, and reappointments at the faculty level. The Associate Director supervises events and facilities support staff, ensuring objectives are met and support is provided. The position also builds and administers the paid visiting scholar program, including building partnerships, assessing applications, and processing visas and appointments in coordination with ERSO staff.

**15%** - Manages and assists events staff in designing, organizing, and executing special events, conferences, lectures, workshops, hackathons, and seminars. The position provides extensive

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expertise and support to staff in the coordination of supplies, procurement, air travel, and local transportation, space, and audio-visual arrangements, catering, hotel accommodations, and reimbursements.

**15%** - Develops and prepares BCNM fundraising and revenue generation models for Executive Committee and Board approval, and is responsible for its overall execution.

**10%** - Shapes, manages, and administers the Center's communications strategy. Implements information dissemination and promotion of Center activities through effective print and web materials, as well as multimedia presentations. The position manages photo, audio, and video archival material.

**5%** - Understands and implements university IT policies. The position is responsible for managing the BCNM website, including launching updates and improvements. The Associate Director is also responsible for software and information access.

**5%** - Convenes Executive Committee, Council of Divisional Leaders, and Advisory Board meetings in coordination with the Director. Directs support staff responsible for maintaining facilities. The position works with administrative staff on space related issues and manages room reservations and access to BCNM spaces.

### Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training,
- Advanced knowledge of or the ability to gain knowledge of University rules and regulations, processes, protocols and procedures for budget, accounting and fund management, and / or personnel management.
- Advanced interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising and counseling skills.
- Advanced knowledge of a variety of administrative operational activities such as event planning, basic fundraising processes, risk management planning, website design, accounting and payroll, and contracts and grants regulations and guidelines.
- Advanced knowledge of common University-specific computer application programs.
- Ability to use discretion and maintain confidentiality.
- Advanced skills in short- and long-term strategic planning, analysis, problem-solving and customer service.
- Advanced knowledge of financial analysis and reporting techniques, and / or human resources policies and procedures for staff and academic employees.

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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 salary or hourly range that the University reasonably expects to pay for this position is \$88,900 to \$126,400 yearly (\$7,408.33 to \$10,533.33 monthly). This is a 100% FTE career position eligible for full benefits. This position is FLSA Exempt and paid monthly.

## **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

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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](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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