

Assistant Director (4541U) - 80099
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261172>

Downloaded On: Aug. 15, 2025 4:26pm

Posted Aug. 15, 2025, set to expire Jun. 30, 2026

Job Title Assistant Director (4541U) - 80099
Department Office of Undergraduate Advising
Institution University of California, Berkeley
Berkeley, California

Date Posted Aug. 15, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Counseling Services

Apply Online Here <https://apptrkr.com/6466482>

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.

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 L&S Office of Undergraduate Advising (OUA), housed within the L&S Division of Undergraduate Studies, provides academic advising to newly admitted, currently enrolled and readmitted undergraduate students (approximately 23,000). Additionally, OUA provides guidance on academic programs, policies, procedures in the College of Letters & Science. OUA enforces and adjudicates the academic regulations of the College in order to ensure the integrity of the degree and the continuing quality of the institution. Decisions made by OUA impact all academic units within the College of Letters & Science and set precedent for other Colleges on campus.

OUA works collaboratively with academic and administrative departments across campus. To enhance the student experience, OUA utilizes an Advising Neighborhood model by division and academic discipline, resulting in College Advisers and Undergraduate Major Advisers working more closely and collaboratively with each other.

Learn more about our mission and values here: <https://lsadvising.berkeley.edu/mission-and-value-statements>.

Learn more about the Undergraduate Studies Division strategic plan here: <https://ls.berkeley.edu/UG-Div-Strategic-Plan>

Position Summary

Supervises L&S Advising staff, oversees and manages the day-to-day operations of at least one functional area of the office. Serves as the primary point of contact to subordinates and provides guidance on issues related to academic progress, degree requirements, College policies, and processes. Leads initiatives and coordinates advising services.

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Application Review Date

The First Review Date for this job is: 08/26/2025.

Responsibilities

SUPERVISION

- Directly supervises advisor team who are providing the full range of academic advising to students and service to department chairs/deans and faculty.
- Develops job descriptions, selects subordinates, and assigns work.
- Formulates performance standards in alignment with the University's coaching culture, conducts individual performance evaluations, and recommends corrective action, when necessary.
- Provides team members guidance and direction on interpreting complex academic policies; sets strategy and develops implementation plans.

FUNCTIONAL AREA LEADERSHIP & MANAGEMENT

- Manages functional area-improves processes and practices and establishes workflow when one does not exist or requires modification.
- Oversees and manages the day-to-day operations of the functional area.
- Advises team members on complex College policies and procedures.
- Plans staff training and inspires positive teamwork.
- Serves on committees representing the functional area; participates in short-term and long-term planning.
- Provides guidance on issues related to academic progress, degree requirements, College policies, and processes.
- Leads initiatives and helps coordinate advising services.

PROJECTS

- Develops tools and implements processes to help students make progress toward degree completion and/or to meet other academic goals.
- Leads process analysis and supports improvement efforts.

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PROFESSIONAL DEVELOPMENT & GROWTH

- Expands upon people management and coaching skills and stays abreast of best practices and innovations in academic advising.

Required Qualifications

- Knowledge of advising and counseling techniques.
- Experience advising undergraduates in the College of Letters & Science or similar school/organization and/or advance knowledge of College policies and degree requirements.
- Prior experience monitoring and assessing projects, processes, or services.
- Ability to lead change and innovation.
- Project management skills.
- Abilities in problem identification, reasoning.
- Ability in persuasion and leadership.
- Knowledge of or ability to quickly learn University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Previous supervision or people management experience of career staff, at UC Berkeley or within the UC system.
- Ability to develop original ideas to solve problems.
- Master's degree in related area and/or equivalent experience/training.

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

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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 \$98,000.00 - \$110,000.00.

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- 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 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.

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"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

N/A

University of California, Berkeley

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