

Associate Director (Academic Coordinator I) - Institute of
International Studies
University of California Berkeley

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Posted Aug. 19, 2025, set to expire Sep. 15, 2025

Job Title	Associate Director (Academic Coordinator I) - Institute of International Studies
Department	Institute of International Studies
Institution	University of California Berkeley Berkeley, California
Date Posted	Aug. 19, 2025
Application Deadline	09/15/2025
Position Start Date	Available immediately
Job Categories	Professional Staff Associate/Assistant Director
Academic Field(s)	Research/Technical/Laboratory Institutional Advancement
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Job Description

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Position overview

Position title: Associate Director

Salary range: The UC academic salary scales set the minimum pay determined by step at

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appointment. See the following table(s) for the current salary scale(s) for this position:
https://www.ucop.edu/academic-personnel-programs/_files/2025-26/policy-covered-july-2025-scales/t36-i.pdf. The current full-time base salary range for this position is \$64,228 - \$122,272. "Off-scale" salaries, which yield compensation that is higher than the published systemwide salary at the designated rank and step, are offered when necessary to meet competitive conditions.

Percent time: 100%

Anticipated start: October 1, 2025

Position duration: One year with the possibility of renewal based on funding and performance

Application Window

Open date: August 14, 2025

Next review date: Thursday, Aug 28, 2025 at 11:59pm (Pacific Time)

Apply by this date to ensure full consideration by the committee.

Final date: Monday, Sep 15, 2025 at 11:59pm (Pacific Time)

Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

Position description

The Institute of International Studies (IIS) is a multidisciplinary organized research unit (ORU). It is characterized by the analysis of connective and systemic dynamics in global politics and economics. International or global studies is distinct from area studies, which tends to focus on understanding individual countries, societies, or regions. IIS's mission includes supporting faculty-driven research initiatives, strengthening the intellectual community across international affairs on campus, deepen connections to the national labs and other UCs round nontechnical security issues, host events with contemporary relevance that help the campus community make sense of foreign policy and global affairs, and expand research opportunities for affiliated students, faculty, and other researchers.

Position Description:

In consultation with the Director, the Associate Director develops and implements programs to advance the IIS mission engaging faculty, international scholars, students and external stakeholders in pursuit of this mission. The Associate Director initiates and manages research programs, fellowship programs, and collaborations with partners inside and outside of the university. The Associate Director also leads

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daily operations and administration of the unit, formally supervises all unit staff, and manages long-term planning to ensure programmatic success. To achieve this, the Associate Director communicates with potential collaborators, manages existing program resources, identifies new resources, and implements program activities. The Associate Director advises the Director in setting program priorities, in policy and decision making, and in collaborating with other units on and off campus.

Responsibilities Include:

- Raise funds from governmental agencies, individuals, or private sources.
- Coordinates activities for the unit and has the capacity and substantive expertise to recognize promising opportunities for research or otherwise in line with the mission of the unit and develop specific priorities in coordination with the Directors, the Board, and the IIS faculty affiliates, all in line with the goal of expanding research and learning opportunities for faculty and students on campus.
- Responsible for the success of all institute activities.
- The constituencies served by the unit are on campus and primarily include faculty affiliates, undergraduate students, and affiliated graduate students.
- Long term planning and implementation in coordination with the Director(s).
- To the extent that new funding sources are identified, may play a role in developing new programs or expanding existing ones.

Unit: <https://iis.berkeley.edu/>

Qualifications

Basic qualifications (required at time of application)

- Advanced degree or equivalent international degree

Preferred qualifications

- Ph.D., or equivalent degree preferred, in a field relevant to international studies;
- Strong record in program management;
- Strong grant writing and fund-raising skills;
- Strong written and oral communication skills;
- Strong interpersonal, communication skills;
- Strong administrative skills and organizational skills;
- Ability to self-motivate and work independently, seeking guidance appropriately;

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- Experience in coordinating and monitoring programs, particularly programs involving outreach activities and student and researcher engagement;
- Ability to work effectively with staff, faculty, visiting scholars, graduate and undergraduate students, and foreign affairs professionals in a collaborative manner;
- Demonstrated capacity to operate effectively within a complex university environment;
- Existing knowledge or aptitude to learn all University systems including internal software and compliance systems.

Application Requirements

Document requirements

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter
- Writing Sample #1 - Past example of grant proposals, grant reporting, internal policy documents, or newsletters
- Writing Sample #2 - Past example of grant proposals, grant reporting, internal policy documents, or newsletters
(Optional)
- Service Statement - Please discuss specific prior and proposed academic, professional and/or public service activities. This can include, for example, participating in professional or scientific associations, serving on committees that advance department, campus or discipline goals, and conducting outreach activities that can remove barriers and increase participation of academics in your field.
(Optional)

Reference requirements

- 3-5 required (contact information only)

Apply link: <https://aprecruit.berkeley.edu/JPF05087>

Help contact: kim_kevin721@berkeley.edu

About UC Berkeley

UC Berkeley is committed to diversity, equity, inclusion, and belonging in our public mission of

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research, teaching, and service, consistent with [UC Regents Policy 4400](#) and University of California Academic Personnel policy ([APM 210 1-d](#)). These values are embedded in our [Principles of Community](#), which reflect our passion for critical inquiry, debate, discovery and innovation, and our deep commitment to contributing to a better world. Every member of the UC Berkeley community has a role in sustaining a safe, caring and humane environment in which these values can thrive.

The University of California, Berkeley 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, or protected veteran status.

For more information, please refer to the [University of California's Affirmative Action and Nondiscrimination in Employment Policy](#) and the [University of California's Anti-Discrimination Policy](#).

In searches when letters of reference are required all letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the [UC Berkeley statement of confidentiality](#) prior to submitting their letter.

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

As a condition of employment, the finalist will be required to disclose if they are subject to any **final** administrative or judicial decisions within the last seven years determining that they committed any misconduct.

- "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 or discrimination, as defined by the employer.
- [UC Sexual Violence and Sexual Harassment Policy](#)
- [UC Anti-Discrimination Policy](#)
- [APM - 035: Affirmative Action and Nondiscrimination in Employment](#)

Job location

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Berkeley, CA

To apply, visit <https://aprecruit.berkeley.edu/JPF05087>

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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