

Department Manager (7378U) - 81126
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=262673>

Downloaded On: Oct. 8, 2025 7:29pm

Posted Sep. 18, 2025, set to expire Jun. 30, 2026

Job Title	Department Manager (7378U) - 81126
Department	Integrative Biology
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 18, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Human Resources Fiscal Services Finance/Investment Management
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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.

Integrative Biology (IB) has annual expenses of over \$8M and is closely coordinated with the Museums and Field Research Stations managed by the Office of the Vice Chancellor.

Position Summary

Ensures the Integrative Biology Department benefits from a dedicated senior administrator focused on providing continuity of all department operations, including providing integral counsel to the Department Chair and ensuring the Department responds to known and emerging opportunities and

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risks, while also providing required information to central campus units. Enhances the overall management structure of BDS by actively participating in the leadership of service organization and with the Director of Administration and Operations for BDS, The Director provides overall leadership for the BDS staffing group and dedicated department management to the Integrative Biology and Molecular and Cell Biology Departments.

Application Review Date

The First Review Date for this job is: 09/30/2025.

Responsibilities

Provides interpretation of campus academic and fiscal policies to the Chair and faculty.

- Serves as a liaison to the College of Letters and Science, Berkeley International Office, and Berkeley Regional Services (BEST) unit.
- Develops and implements department procedures to ensure compliance with relevant campus policies.
- Consults with the Chair on academic Senate and non-Senate personnel cases, including appointments, merits, promotions, awards, and leaves.
- As the department's most senior staff member, has oversight and responsibility for completing all administrative services, which typically include functions such as IT, facilities, student services, internal contracts and grants, budget management, recharge administration, and/or human resources.
- Completes cyclical responsibilities, where some functions may require more or less attention depending on the time of year or competing unit priorities.

Conducts short- and long-term planning and analysis for administrative services and support operations to determine resource allocations.

- Develops business processes and procedures to achieve unit financial goals and safeguard department assets.
- Oversees all fiscal matters in the department, including planning the annual budget and managing all operational, instructional, and internal research budgets; permanent and temporary academic and staff salaries; Summer Sessions and other discretionary budgets; endowment funds; internal grants and gifts; and authorizes expenditures.
- Develops and implements internal controls; prepares budgets and reports for spending and future needs; creates methods to increase the department's operational efficiency; and recommends

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budgeting strategies to improve academic performance within spending limits.

Staff personnel:

- Oversees professional academic support staff and additional staff as needed. Hires, trains, sets goals and objectives, develops, coaches, evaluates performance, and recommends salary actions; enforces disciplinary measures when necessary.
- Promotes professionalism, performance management, and career development.
- Organizes the overall work of the unit; identifies and assesses priorities; delegates or reallocates responsibilities and tasks; establishes or updates operating procedures.
- Meets regularly with staff, keeps them informed of changes, policies, and procedures both within the department and across the campus.

Provides counsel and support to the Chair.

- Assists various department committees and groups (VCR-managed museums, governance committees).
- Oversees curriculum planning and scheduling to ensure adherence to budgets, teaching loads, and instructor availability.
- Communicates department, college, campus, and system-wide information, policies, and procedures to the department.

Assigns, oversees, and ensures the completion of special projects and the coordination of unit programs such as lectures, workshops, and conferences.

- Oversees annual events like the Fall orientation meeting, IB department retreat, and department picnic.
- Coordinates fundraising and outreach efforts, including Big Give and end-of-year campaigns, through communications such as email, website, Facebook, email appeals, and acknowledgements.

Represents the department on business affairs to the institution community.

Training and other duties as required.

Required Qualifications

- Broad knowledge of and/or can quickly learn the organization's processes, protocols and procedures with a focus on budget, account and fund management and/or personnel

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management under labor contract(s) and personnel policy.

- Broad knowledge of financial analysis and reporting techniques; human resources and risk management planning; and/or accounting and payroll.
- Strong verbal and written communication skills; ability to influence/persuade all levels of staff.
- Skills in organization and customer service to effectively manage multiple important priorities.
- Proven ability to organize department work functions in an efficient and effective manner.
- Broad knowledge of and/or can quickly learn common organization-specific and other computer application programs.
- Skills to work collaboratively with other locations.
- Proven skills to quickly evaluate complex issues and identify multiple options for resolution.
- Demonstrated management and conflict resolution skills to effectively lead and motivate others.
- Bachelor'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 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 or hourly range that the University reasonably expects to pay for this position is \$91,500.00 - \$130,200.00.

- This is an exempt monthly-paid position.

How to Apply

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

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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.

"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

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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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