

Assistant Director, Graduate Student Services (4576C) -
80750
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=262894>

Downloaded On: Sep. 24, 2025 5:40pm

Posted Sep. 24, 2025, set to expire Jun. 30, 2026

Job Title	Assistant Director, Graduate Student Services (4576C) - 80750
Department	Economics
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 24, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director Professional Staff
Academic Field(s)	Student Services Finance/Investment Management Educational Services Admissions/Student Records/Registrar
Apply Online Here	https://apptrkr.com/6590722

Apply By Email

Job Description

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Assistant Director, Graduate Student Services (4576C) - 80750

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

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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.

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 Department of Economics at UC Berkeley is one of the largest teaching and research departments, consistently ranked among the top five worldwide. It employs 16 staff members and approximately 45 ladder-rank faculty, with a total academic membership of around 70, including joint appointments, lecturers, visiting faculty, and emeriti. The department's student services operation is one of the largest at Berkeley, serving 1,500 undergraduate majors, awarding 700 degrees annually, and supporting 140 PhD students. Each year, the department receives 800 PhD applications, employs 200 academic student-workers, offers 150 courses with 40,000 student credit hours, hosts 100 visiting concurrent enrollment students, and manages over \$8M in teaching and fellowship funds.

Position Summary

The PhD program in Economics at UC Berkeley is one of the largest and most highly ranked programs globally. Under the general supervision of the Director of Student Services, the Assistant Director of Graduate Student Services plays a central role in supporting and directing the PhD program, overseeing a broad range of student services and administrative responsibilities critical to the program's success. Working autonomously and in close collaboration with faculty chairs and departmental committees, this position provides comprehensive support in academic advising, admissions, student aid, career placement, fellowships, and program planning.

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Application Review Date

The First Review Date for this job is: 09/18/2025.

Responsibilities

Academic Advising:

- Applies advanced student services expertise to provide high-level academic advising and program support to Ph.D. students in Economics.
- In collaboration with the Graduate Chair, advises students and faculty on complex academic and administrative matters, including degree requirements, Graduate Division policies, enrollment, grading, advancement to candidacy, and academic petitions.
- Serves as the primary staff liaison to the Graduate Division and a key resource for interpreting and applying departmental, college, and university policies.
- Provides guidance on sensitive issues such as grade disputes, academic progress, and student crises, and ensures continuity through leadership transitions.
- Supports international students on matters related to visas, funding, and registration.
- Maintains accurate academic records, develops efficient administrative processes, and collaborates with faculty and committees to ensure consistent policy application and effective program operations.

Admissions:

- Leads and manages the full admissions cycle for the Economics Ph.D. program, overseeing the evaluation of over 800 domestic and international applications annually.
- Provides strategic guidance to department leadership on graduate outreach.
- Serves as the primary point of contact for prospective students with complex academic and procedural inquiries, offering expert interpretation of university, departmental, and international admissions policies.
- Collaborates with Admissions Chair and the faculty admissions committees to ensure the consistent application of criteria and compliance with Graduate Division standards.
- Coordinates closely with the College and Graduate Division to resolve issues related to admissions systems and funding databases, and develops procedures to improve efficiency, transparency, and service quality.
- Assists in preparing competitive fellowship nominations and oversees the final submission of admissions decisions.
- Represents the department on the Graduate Admissions Student Affairs Committee and serves

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as liaison to the College Diversity Program, playing a key role in advancing equitable admissions practices.

Funding & Financial Strategy:

- Oversees the administration and strategic management of all graduate student funding for the Economics Ph.D. program, including fellowships, block grants, departmental awards, and faculty research training grants totaling approximately \$1.5+ million annually.
- Maintains expert knowledge of Graduate Division and departmental policies, ensuring compliance and optimal use of funding resources.
- Works closely with students to develop individualized six-year funding plans and advises on complex financial aid issues, including coordination with the Fellowships Office and Berkeley International Office to support both domestic and international students.
- Prepares and processes all documentation for the initiation and continuation of awards and provides strategic guidance to department leadership on funding allocations for incoming cohorts.
- Serves as a key resource in resolving sensitive and specialized financial matters and ensures the effective administration of all internal and external funding streams.

Placement and Industry Engagement:

- Leads the department's graduate career development and job placement efforts, advising students and faculty on job market standards, application processes, and employment opportunities in academia, industry, and the public sector.
- Provides strategic guidance to department leadership on strengthening placement services and enhancing post-degree outcomes.
- Oversees the preparation of placement materials, including recommendation letters and candidate packets, in close collaboration with the Placement Chair, and ensures compliance with best practices in job market preparation.
- Manages and disseminates job listings, coordinates outreach to potential employers, and organizes campus visits and recruitment activities. Additionally, the role develops and administers industry engagement initiatives, connecting graduate students and faculty with external partners, alumni, and research-driven employers.
- Works to expand internship and career opportunities, strengthen alumni relations, and elevate the department's presence within the broader academic and professional community.

Events:

- Collaborates closely with the Director of Student Services and staff to plan and execute key

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graduate student events, including recruitment activities, spring visit day, orientation, and commencement.

- Ensures smooth coordination with departmental teams to deliver high-visibility and impactful experiences for students and faculty.

Professional Development:

- Actively engages in workshops, seminars, and training to stay current on national trends in student advising, as well as evolving university and campus policies.
- Participates in professional committees to contribute to the development of student services policies and best practices with broad, nationwide influence.
- The Department of Economics provides \$1,500 per year toward professional development activities.

Required Qualifications

- Strong interpersonal and analytical skills, service orientation, active listening, critical thinking, and sound judgment.
- Exceptional organizational abilities, attention to detail, and the capacity to multi-task effectively in a high-volume environment.
- Excellent verbal and written communication skills, with the ability to convey complex information clearly and diplomatically.
- Advanced knowledge of advising and counseling techniques, with demonstrated experience in fostering academic success among graduate students.
- Knowledge of and/or can quickly learn University and departmental principles and procedures involved in risk assessment.
- Proven leadership, reasoning, and problem-solving abilities, including the capacity to develop original ideas and persuasive strategies.
- Knowledge of PhD post-degree employment opportunities and job market practices.
- Experience in program planning and administration, including the development and management of industry engagement initiatives.
- Knowledge of and/or can quickly learn University-specific computer application systems for Admissions and Advising
- Thorough knowledge of and/or can quickly learn university and departmental policies related to graduate education, curriculum, grading, FERPA, student conduct, and academic record-keeping.
- Bachelor's degree in related area and/or equivalent experience/training.

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Preferred Qualifications

- 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 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 \$110,000.00 - \$115,000.00.

- This is an exempt monthly-paid position.

How to Apply

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

Other Information

This position will be governed by the terms and conditions in the agreement for the Student Services Advising Professionals, represented by the UAW.

- This is not a visa opportunity.
- This position is eligible for up to 40% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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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 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
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Contact

N/A

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