

Department Manager - Energy & Resources Group
(4800C), Rausser College of Natural Resources - 82296
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=268012>

Downloaded On: Nov. 10, 2025 5:58pm

Posted Nov. 10, 2025, set to expire Jun. 30, 2026

Job Title	Department Manager - Energy & Resources Group (4800C), Rausser College of Natural Resources - 82296
Department Institution	Rausser College of Natural Resources University of California, Berkeley Berkeley, California
Date Posted	Nov. 10, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Finance/Investment Management Facilities/Maintenance/Transportation Communications/Public Relations Human Resources Fiscal Services
Apply Online Here	https://apptrkr.com/6703268

Apply By Email

Job Description

Image not found or type unknown



**Department Manager - Energy & Resources Group (4800C), Rausser College of Natural
Resources - 82296**

About Berkeley

Department Manager - Energy & Resources Group
(4800C), Rausser College of Natural Resources - 82296
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=268012>

Downloaded On: Nov. 10, 2025 5:58pm

Posted Nov. 10, 2025, set to expire Jun. 30, 2026

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.

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 Energy and Resources Group is a collaborative community of graduate students, core faculty, 100 affiliated faculty and researchers across the campus, and over 600 alumni across the globe. We award MA, MS, PhD, and Minor degrees to students working across disciplines and departments to create potentially transformative knowledge for the planet and its people. ERG is a world-renowned program with a 50-year history of outstanding research, education and outreach to government, industry, and civil society at the state, national and international levels.

Position Summary

Directs the administrative operations of a small academic department. Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems/issues of diverse scope and determines solutions.

Application Review Date

The First Review Date for this job is: 11/18/2025.

Department Manager - Energy & Resources Group
(4800C), Rausser College of Natural Resources - 82296
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=268012>

Downloaded On: Nov. 10, 2025 5:58pm

Posted Nov. 10, 2025, set to expire Jun. 30, 2026

Responsibilities

Coordinates and participates in a variety of human resources activities including employment, training, classification, and ensuring the completion of forms and documents related to HR and Payroll for unit/department. Gathers, analyzes, prepares and summarizes financial and HR reports.

Oversees unit human resources:

Coordinates faculty searches, including search committee organization, adherence to campus policies, administration of online recruitment system, management of recruitment strategies, application management, applicant communications, organization of candidate visits, and hiring processes; Recruits, hires, trains, and manages lecturers; Hires, orients, and guides work of contractors. Coordinates with RCNR and BRS HR on the management of payroll and human resources activities; Supports unit faculty as needed with lab employee, postdoctoral scholar, and visiting scholar and researcher recruitment, hiring, orientation, space, and other HR.

Manages, plans and administers a range of administrative operations in a small to medium academic department, or a small to medium non-academic department or program.

- Hires, trains, supervises, manages, evaluates, develops and delegates administrative operations tasks to a team of staff, students, campus partners and contractors to complete office operations work as well as specialized or professional projects such as web development and marketing support.

Administrative operations include unit finance, human resources, communications and marketing, academic program management, development and fundraising, event planning, IT, facilities, and/or contracts and grants.

- Provides budget and financial management for moderate to complex unit operations and special assistance to faculty for complex financial matters; Advises the department Chair on all resource matters: financial, budgetary, and physical space.
- Manages unit purchasing and independent contractor hiring; Serves as resource for pre- and post-contracts and grants work as needed: interprets regulations and guidelines on grants and/or contracts, drafts proposals, ensures expenses are paid according to contract, monitors contract and grant expenditures.
- Develops and prepares budgets and financial reports for funding which may be complex.
- Plans, develops, and manages revenue generation and special programs, including summer-only minor and certificate program; Supports the development and operations of online courses;

Department Manager - Energy & Resources Group
(4800C), Rausser College of Natural Resources - 82296
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=268012>

Downloaded On: Nov. 10, 2025 5:58pm

Posted Nov. 10, 2025, set to expire Jun. 30, 2026

Develops and directs marketing and outreach strategies; Prepares business plans, including identifying and utilizing campus resources, market analysis, budget and revenue projections, and coordination of group idea generation and decision-making processes.

Communications:

- Directs and supervises unit website, social media accounts (Facebook, Twitter, LinkedIn, Instagram, blog) email newsletters, mailing list, and event communications; Designs and creates print and promotional materials for marketing, recruitment, and events; Primary administrator for custom Salesforce database for managing network of alumni, affiliates, prospects, and followers.

Performs studies for resource plans, including approaches, trends, sources and uses. Supervises unit development, fundraising, and events:

- Plans and manages community and alumni outreach, including, but not limited to periodic newsletters, events for community and donor participation (such as Big Give); Meets regularly with active alumni support organization, ERGAN, and serve as Chair's Designee on ERGAN board; Assists Chair and RCNR Dean's Office with strategy and donor cultivation. Organizes ERG Annual Lecture, ERG Commencement, annual fall new student welcome events, annual winter gathering, and other community building events.

Organizes unit governance practice and policy, and strategic planning:

- Updates and monitors compliance with unit by-laws; Coordinates and participates in unit governance through the organization of committees for Core Faculty.

Executive Advisory Committee, Inclusive Committee, Development Committee, unit wide town hall meetings, student groups, and ad hoc committees, workgroups, and meetings.

- Leads organization of external reviews, strategic planning process, and strategic planning for equity, inclusion, and diversity. Supports Chair and faculty with faculty FTE planning and response to annual faculty FTE call.

Leads a small team of student assistants.

Oversees unit space planning, facilities, and IT Manages renovations, moves, and lab spaces for new and retiring faculty.

- Acts as unit safety coordinator.

Department Manager - Energy & Resources Group
(4800C), Rausser College of Natural Resources - 82296
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=268012>

Downloaded On: Nov. 10, 2025 5:58pm

Posted Nov. 10, 2025, set to expire Jun. 30, 2026

Represents the department on business affairs to the institution community at the college, campus level, system-wide, and externally; Serves on committees and working groups.

Required Qualifications

- Thorough knowledge of and/or can quickly learn University rules and regulations, processes, protocols and procedures for budget, account and fund management, personnel management.
- Thorough knowledge of financial analysis and reporting techniques, human resources policies and procedures for staff and academic employees.
- Knowledge of and/or can quickly learn common University-specific computer application programs.
- Strong skills in short term planning, analysis and problem-solving and customer service.
- Interpersonal skills including verbal and written.
- Required communication, active listening, critical thinking, persuasiveness, advising and counseling skills.
- Knowledge of a variety of administrative operational skills.
- Required activities such as event planning, basic fundraising processes, risk management planning, website design, accounting and payroll, and contracts and grants regulations and guidelines.
- Ability to use discretion and maintain confidentiality.
- 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.

Department Manager - Energy & Resources Group
(4800C), Rausser College of Natural Resources - 82296
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=268012>

Downloaded On: Nov. 10, 2025 5:58pm

Posted Nov. 10, 2025, set to expire Jun. 30, 2026

The budgeted annual salary range that the University reasonably expects to pay for this position is \$80,400.00 - \$112,900.00.

- This is an exempt monthly-paid position.

How to Apply

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

Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

- 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:

Department Manager - Energy & Resources Group
(4800C), Rausser College of Natural Resources - 82296
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=268012>

Downloaded On: Nov. 10, 2025 5:58pm

Posted Nov. 10, 2025, set to expire Jun. 30, 2026

[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

,