

Division Manager, Health Policy & Management (4800U),
Berkeley Public Health - 82785
University of California, Berkeley

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Posted Dec. 3, 2025, set to expire Jun. 30, 2026

Job Title	Division Manager, Health Policy & Management (4800U), Berkeley Public Health - 82785
Department	School of Public Health
Institution	University of California, Berkeley Berkeley, California
Date Posted	Dec. 3, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Fiscal Services Finance/Investment Management Administrative Support/Services
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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 UC Berkeley School of Public Health (SPH) aims to improve population health, especially for the most vulnerable, through interdisciplinary collaborations, preeminent education, and transformational research. Established in 1943, BPH is a professional school on the UC Berkeley campus that comprises six academic divisions and nearly 30 research centers and programs. Our department's values include social justice, health as a right, challenging conventional thought, embracing diversity, and creating meaningful impact. We honor our principles of community by centering and valuing everyone in our community; prioritizing prevention while remaining grounded in social justice; promoting safety and respect; practicing self-care and kindness; and remaining optimistic, hopeful, and committed to change. Learn more at: publichealth.berkeley.edu.

Health Policy and Management (HPM), one of six academic divisions within SPH, educates high-impact practitioners and researchers with a focus on health insurance, hospitals and other healthcare institutions, physicians and other caregivers, biotechnology and digital healthcare, and health policy and politics. Students take foundation courses in policy, economics, finance, and management as well as specialized courses related to global health, biomedical innovation policy, and the digital transformation of healthcare. The Division includes 12 full-time faculty members and 115+ graduate students in on-campus and online MPH programs, joint programs with the Haas School of Business and the Goldman School of Public Policy, and the PhD program in Health Policy.

Position Summary

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The Division Manager uses skills as an experienced administrative professional to manage the financial, business, and human resource operations of the Division of Health Policy and Management. The Manager reports to the Division Chair, and partners closely with the School's Chief Administrative Officer and Chief Financial Officer, while operating with self-direction. Administrative operations activities are the predominant focus of the Division Manager position; including budgetary accounting, financial planning, human resources/academic personnel, student services, IT, and facilities. The Manager coordinates with other departmental services (e.g., Academic Personnel Team) and the school's regional support team (i.e., ProS), and may supervise part-time student assistants. In partnership with the Chair, the position conducts long- and short-range strategic administrative planning for the Division.

Application Review Date

The First Review Date for this job is: 12/15/2025.

Responsibilities

Budgeting & Financial Management.

- Manages, plans, and administers the divisional budget in support of the academic component of the Division and, when needed, in support of its research.
- This includes budgetary financial management, purchasing and reimbursements, human resources and academic personnel, student services, IT, facilities/space, and safety.

Manages divisional programs and needs, including orientation of new faculty.

- Supports faculty when conducting national searches for new professors.
- Manages divisional e-mail lists, LinkedIn page, meeting rooms and other spaces, shared equipment, and supplies.
- Administers facilities and emergency preparedness activities and, in collaboration with the Division Chair and Dean's Office, manages space assignments and logistics.

May supervise undergraduate student assistants; recommends hiring of new assistants, recruits, trains, and assigns and oversees tasks.

Serves as the division's chief liaison to Berkeley Regional Services and SPH Dean's Office staff.

- Responsible for overseeing the division's academic personnel component, including recruitment

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and reappointments for all senate faculty, non-senate academics, postdoctoral scholars, and visiting scholars.

- Serves as liaison with BRS Human Resources, overseeing the recruitment and hiring of new staff, ASEs, GSRs, and other student personnel, and addressing problems with payroll issues.

Coordinates planning for academic programs with the Division Chair and broader faculty.

- Together with Chair, develops curricular plan for the Division's programs and works with the faculty group to decide who will teach each course, taking into consideration faculty interests and skills, sabbatical leaves and other commitments, and the contribution of the Division to the larger teaching mission of the School.
- Works with the Chair and SPH Education Operations and Academic Personnel teams to coordinate lecturer searches, course scheduling, course evaluations, and curriculum changes.

Organizes divisional meetings, search committees, and faculty retreats. Represents the Division on business affairs to the SPH community during accreditation and academic program review processes.

- May serve on internal and campus-wide committees.

Contributes to student services, including admissions and division-related components of Spring Visit Day, New Student Orientation, and Commencement; may develop and manage student funding packages.

Professional Development & Other Duties

- Participates in workshops, trainings, and other professional development activities; may participate in committees, projects, and other service activities.
- Other duties, as assigned.

Required Qualifications

- 2+ years' experience providing administrative support within higher education institution(s).
- Thorough knowledge of administrative rules and regulations, processes, and procedures with a focus on budget, accounting and fund management, personnel management (including labor contracts and personnel policies), and academic program management.
- Skills in short- and long-term strategic planning.
- Strong customer service orientation, including interpersonal skills to be able to work effectively with faculty, academics, staff, and students.

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- Emotional intelligence; demonstrated experience building collaborations; ability to handle difficult or volatile situations/individuals effectively.
- Excellent verbal and written communication skills, specifically as it relates to communicating to a variety of internal and external stakeholders.
- Proven ability to organize work functions in an efficient and effective manner.
- Demonstrated skills in problem identification and resolution, sound judgment and decision-making, critical thinking/analysis, risk management, and creative problem solving.
- Self-starter; able to work independently, multi-task effectively, as well as foster teamwork.
- Comfortable, flexible, and adaptable in a fast-moving, high pressure, constantly shifting environment, with frequent interruptions and multiple priorities.
- Ability to maintain confidentiality, objectivity, sensitivity, professionalism, and exercise good judgment.
- Actively incorporates inclusive practices into all facets of work.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Ability to provide guidance and coaching of process and policies to others.
- Experience utilizing data to identify areas in need of improvement; experience with monitoring/assessing processes and carrying out process improvement efforts.
- Thorough knowledge of and/or can quickly learn common University-specific computer applications, web-based collaboration tools and scheduling, financial and information management.
- Experience supervising student workers.

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

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experience.

- This is a full-time (40 hours/week), career position that is eligible for UC Benefits.
- 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. This position does not include sponsorship of a new consular H-1B visa petition that would require payment of the \$100,000 supplemental fee.

This position is eligible for up to 40% hybrid work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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

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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.

Referral Source info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

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.

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Contact

N/A

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