

**Campus Startup Navigator (4551U), Haas School of  
Business - 60187  
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=229227>

Downloaded On: May. 8, 2024 3:49pm

Posted Jan. 22, 2024, set to expire Jun. 30, 2024

<b>Job Title</b>	Campus Startup Navigator (4551U), Haas School of Business - 60187
<b>Department</b>	Haas School of Business
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jan. 22, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Educational Services Counseling Services Administrative Support/Services Student Services
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**Job Description**

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**About Berkeley**

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place

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for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and 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 staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](https://grow.berkeley.edu).

### Departmental Overview

UC Berkeley's Haas School of Business offers a unique opportunity to champion new ideas, collaborate across boundaries, and continually learn in a workplace committed to increasing diversity and creating a welcoming environment for all. Our distinctive culture is captured within our four [Defining Leadership Principles](#): **Question the Status Quo, Confidence Without Attitude, Students Always, and Beyond Yourself**. These principles distinguish Berkeley Haas as a unique environment, conducive to teamwork, collaboration, and career growth.

For more information about the Haas School of Business visit: <https://haas.berkeley.edu/about/>

Augmenting the existing Berkeley-Haas Entrepreneurship Program's established set of curricular

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offerings, the newly created Berkeley Haas Entrepreneurship Hub (BHEB) is designed to provide a complementary yet unique role on campus to attract the entrepre-curious and create a novel venture incubator. Despite the plethora of other offerings on campus, there is no physical space where students and researchers can connect with each other and mentors, build their startups, and be discovered by investors easily. The Hub's goal is to provide this infrastructure and associated programming, and thereby make entrepreneurship easier and more accessible for all. In the process, the Hub will also raise the visibility and impact of Haas in the innovation and entrepreneurship ecosystem on campus and beyond.

The Haas School of Business embraces flexible working arrangements for its employees. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs and are subject to change. This role is expected to be primarily on site, given the responsibilities of engaging with students and researchers pursuing their entrepreneurial ventures, and supporting the implementation of the programming in the space.

### **Overview of the Position**

A core value proposition of the Hub will be to provide "entrepre-curious" students and researchers from across campus a person they can easily access, who can guide them on how to pursue their venture ideas and navigate the vast array of innovation and entrepreneurship (I&E) resources on campus. To fulfill this critical role, we are seeking a dynamic, entrepreneurial, and hands-on Campus Startup Navigator (Navigator), who will work closely with the Executive Director and directly report to the Faculty Director of the Hub. The type of candidate who will thrive in this role is someone who is knowledgeable about the extensive portfolio of I&E resources at UC Berkeley, can effectively build relationships with those units to make referrals, can develop connections with related broader university and Bay area contacts as needed, is able to work independently and with ambiguity, and can quickly turn insights into action. Given the startup-like nature of the Hub itself, we are seeking a person who can adapt with the needs, is a "utility" player who can be serving the students in an advisor capacity one day while helping implement a multi-session event the next day, and simultaneously ensure that the latest order of coffee pods and granola bars have been unpacked in the kitchen! It's a role for someone who enjoys rolling up their sleeves, being scrappy, and doing whatever it takes to optimize the I&E student experience and outcomes. In doing so, the Navigator will be able to have a direct impact on students who came to campus with nothing more than a passion/idea, along with researchers working on cutting-edge technology in the labs.

### **Application Review Date**

The First Review Date for this job is: 10/23/2023.

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## Job Summary

The Startup Navigator of the Berkeley Haas Entrepreneurship Hub will work independently and creatively with students and researchers exploring and pursuing startup endeavors, as the central person helping them navigate the myriad entrepreneurship resources at the Hub, on campus, and beyond. The role involves program administration, student advising, and analysis skills. Will serve as an instrumental leader for the support, direction and potential funding opportunities and resources. Reports into the Faculty Director, and works collaboratively supporting the Faculty Director, Executive Director, and various additional stakeholders to ensure the Hub's continued success.

## Responsibilities

- Guide undergraduate and graduate business school students on all aspects of their entrepreneurship & innovation journey.
- Leverage knowledge and expertise of UC Berkeley entrepreneurship and innovation centers and resources to prescribe program pathways to students based on their career and personal goals.
- Conduct 1-1 and small group intake and onboarding sessions with a large number of new students each semester.
- Actively support the Berkeley Haas mentor program for students and alumni, including holding regular office hours and engaging with LAUNCH, StEP, and other foundational programming.
- Designs, develops, implements, and delivers multi-format programs and training for a broad academic discipline to enhance the learning process for students and optimize career outcomes.
- Partner with Haas Admissions, Student Services, and Berkeley Entrepreneurs Association (BEA) to lead, develop, and administer resource workshops and information sessions for incoming and continuing Haas students.
- Partner with Haas Career Management Group (CMG) and Development and Alumni Relations (DAR) to expand and improve alumni engagement with the Entrepreneurship Program.
- Develop and deliver entrepreneurship and innovation training sessions to cross-campus audiences, supporting a broad range of student needs from the entrepreneurial curious to founder audiences.
- Establishes and maintains partnerships with organization departments and units on outreach, orientation, academic strategy, and enrichment workshops, community building events, and activities.
- Partner with entrepreneurship & innovation counterparts across UC Berkeley to identify cross campus collaboration opportunities.
- Partners include but are not limited to the Sutardja Center for Entrepreneurship & Technology, Law School, Skydeck, CITRIS Foundry, Bakar BioEnginiuity Lab and others. Represent Berkeley Haas Entrepreneurship Hub at cross-campus council sessions, events, and conferences.

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- On-site event planning and management.
- Support and/or lead on-site event management as needed.
- May include event development, registration oversight, catering or entertainment coordination, and/or partnership with IT, facilities and custodial services to ensure smooth event management.
- Exact tasks will vary depending upon event type, host, budget and participants.
- Assistance with management of the daily operations and maintenance of the Berkeley Haas Entrepreneurship Hub.

### **Professional Learning and Growth**

- Embraces the principle of being a "student always" by engaging in opportunities for training, workshops, seminars, continuing education pertinent to the position, or at the suggestion of the supervisor.
- Actively contributes to a team environment that fosters and promotes a culture of diversity, equity, inclusion, and belonging (DEIB) within the unit and at Haas.
- Engages in ongoing education to promote diversity, equity, inclusion & belonging by completing University sponsored certifications & training sessions (ie: MEP Workshop, Implicit Bias Certification, LinkedIn Learning workshops, and other workshops & seminars offered by the University or Haas, as they are made available) or by engaging in external seminars & resources related to DEIB.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.

### **Required Qualifications**

- Knowledge on methodologies to enhance student success.
- Advanced knowledge of a broad academic discipline or learning needs of a broad student category.
- Interpersonal skills.
- Skills in judgment and decision-making.
- Advanced knowledge on the application and delivery of academic services (e.g., discipline specific, student-population specific).
- Multicultural competencies; knowledge and experience working and interacting effectively with diverse groups of staff, faculty, and student populations.
- Guidance to student workers and student interns.
- Excellent interpersonal skills, demonstrating a desire to promote diversity, equity, inclusion and

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belonging to establish and maintain positive & professional working relationships with colleagues, students and team members.

- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.
- Demonstrates an understanding of and commitment to diversity, equity, inclusion, and belonging in a business, organization or public university setting.

Education/Training:

- Bachelor's degree in related area and/or equivalent experience/training.

**Preferred Qualifications**

- Advanced knowledge of specific learning styles, linguistic issues.
- Knowledge of how learning skills issues apply to a research institution.
- Knowledge of academic curricula.
- Knowledge of strategies in critical thinking, reading, writing, note taking, test taking, time management, and goal setting.
- Knowledge in designing and implementing learning and pedagogical models.

**Salary & Benefits**

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC 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.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$85,000.00 - \$115,000.00.

### How to Apply

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

### 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.

### Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.



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**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

**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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