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 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 https://strategicplan.berkeley.edu/guiding-values-and-principles/, our https://diversity.berkeley.edu/principles-community, and https://strategicplan.berkeley.edu

Departmental Overview

The Division of Equity & Inclusion (E&I) provides leadership and accountability to campus to 25 departments to resolve systemic inequities for all members of UC Berkeley through engaged research, teaching, and public service, and by expanding pathways for access and success and promoting a healthy and engaging campus climate. The Division consists of 152 career and contract staff, over 935 limited staff and undergraduate and graduate student employees, and a budget of $36M; the work encompasses direct service, programmatic support, and advice and consultation across all campus communities including undergraduate and graduate students, faculty and staff.

The Vice Chancellor for Equity & Inclusion is supported by the Assistant Vice Chancellor and Chief of Staff, the Division Finance Leader, and other members of the Vice Chancellor's senior team. This includes the Assistant Vice Chancellor for Student Equity & Success, the Senior Director for the Centers for Educational Justice and
Community Engagement, Othering & Belonging Institute, President’s Postdoctoral Fellowship Program, & Faculty Diversity Initiatives.

The Chief of Staff (COS-E&I) reports to the Vice Chancellor for Equity and Inclusion and is responsible for managing the overall operations of the Vice Chancellor's Immediate Office and ensuring optimal services are provided in the areas of communication, financial analysis, Human Resources, institutional research, and policy analysis, among others. The COS-E&I coordinates strategic planning and major initiatives for the VCEI, provides recommendations pertaining to risk management, and represents the VCEI as appropriate.

Areas of broad oversight include the following:

• Executive Advising, Policy Analysis and Project Management - The COS-E&I provides strategic counsel and advice to the Vice Chancellor and E&I senior leadership. Responsible for overseeing or conducting research and analysis to address policy issues and provide options on strategies that affect Diversity, Equity, Inclusion, Belonging, and Justice (DEIBJ) related areas. Provides management support on the identification and framing of systemic issues, and formulating and advancing approaches to address them.
• Academic Support, Partnerships, and Collaboration - The COS-E&I ensures that Equity & Inclusion actively partners with the Division of Student Affairs, the Division of Undergraduate Education, Graduate Division, Executive Vice Chancellor and Provost's Office, Associate Vice Provost for the Faculty, Deans and Chairs, and other campus partners to support the success of students and DEIBJ efforts. Establishes and maintains relationships with campus units, staff, UCOP, community partners, alumni groups and donors to ensure collaboration with and support of DEIBJ efforts.
• Administration of the E&I Vice Chancellor's Immediate Office - The COS-E&I supervises staff with responsibility for administrative and divisional functions (communications, institutional research and data analysis, human resources, etc.) and provides guidance and counsel to the Vice Chancellor-E&I on short and long-range planning for resources in the Immediate Office and other E&I units.
• Strategic Communications and Community Relations - Works closely with the E&I Communications Director and partners with centralized campus resources including Public Affairs and Government Relations to support with and help formulate strategic communications. Serves as a strategic thinker for the Division who provides support for identifying and vetting information on sensitive UC/campus and community issues.
• Financial Management - The COS-E&I supports the Divisional Finance Leader to establish sound financial plans for all units reporting to the VCE&I, including a comprehensive financial plan for the control unit and maintaining a transparent budget process. Provides oversight and guidance on donor-supported funds in the VCEI Office. Responsible for identifying, securing, and administering budgets for campus initiatives managed by the E&I Division.

Responsibilities
Executive Advising to the Vice Chancellor and Immediate Office Oversight

- Serves in an advisory capacity to provide strategic counsel and high-level advice to the Vice Chancellor and E&I senior leadership in the areas of strategic planning, organizational development and implementation, and change management.
- Provides organization-wide influence on the identification and framing of systemic issues, and formulating and advancing approaches to address them.
- Proactively monitors and provides the Vice Chancellor-E&I and E&I senior leadership with timely and balanced views of current and emerging campus trends/issues/problems and climate issues, and suggests options for addressing them.
- Triages issues on the VC-E&I's behalf, negotiating solutions to complex problems, and handling confidential and sensitive issues.
- Interacts with senior leadership on advancing the VC-E&I's goals and objectives.
- Ensuring and supporting the success of the E&I Division and VC-E&I, the CoS will take lead on coordination of meetings and briefings with campus stakeholders and the VC-E&I, participating as appropriate, and managing follow-up. Oversees a strategic calendaring and engagement process, in close collaboration with the E&I Executive Assistant, to ensure sufficient attention is directed to key strategic priorities and key constituencies, both within and outside the university. Works closely with the Executive Assistant to ensure that the VC-E&I is well informed and briefed in advance of meetings and other engagements.
- The COS-E&I is intimately involved in all aspects of communication and sometimes takes lead on highly sensitive matters as needed.
- Serves as the Chief Administrative Officer for the Division, and coordinates with the Control Unit Administrator/HR Manager on E&I Control Unit requests.
- Represents the VC-E&I with authority to make decisions in campus meetings, on standing and ad-hoc committees, high-level task forces, and in external meetings as needed.
- Sets meeting agendas for the senior leadership team and other divisional leadership meetings and events. Provides facilitation as needed.

Strategic & Organizational Planning & Assessment/Change Management

- Participates with executives in short- and long-term strategic planning with organization-wide impact.
- Coordinates and tracks strategic planning for E&I, including oversight of the planning process, development of a strategic plan, and implementation. Partners accordingly and ensures that issues or barriers are brought forward appropriately for resolution.
- In collaboration with E&I senior leadership, formulates an assessment and evaluation plan for the Division.
- Represents the E&I Control Unit in campus organizational planning and negotiates on behalf of the control unit in inter-control unit transitions to obtain appropriate allocation of resources (financial, human and space, i.e., re-organizations, start-ups of large scope units or administrative models). In collaboration with the E&I Divisional Finance Leader and HR Manager, manages control unit organizational planning which may result in restructuring and realignment, including advising the VC-E&I on implications of
proposed changes, handling sensitive personnel discussions, reassignments, and design and development of a new organization.
• Provides framework for policy and administrative change, and leadership on change management; develops strategies to remove barriers to goal achievement. Provides transition oversight and coordination to support desired change.

Leadership and Resource Management

• In partnership with the Divisional Finance Leader and E&I senior leadership, establishes sound financial plans for all units reporting to the VC-E&I, including a comprehensive financial plan for the control unit and the establishment of a transparent budget process. Supports the VC-E&I by developing processes and criteria for the spectrum of financial management reporting required in the E&I Division, including adherence to sound fiscal policy and practices.
• In partnership with E&I senior leadership, develops approaches to, and implements, succession planning for the E&I control unit. Responsible for leadership transition planning. Personally handles senior management appointments, including advising the VC-E&I on highly sensitive personnel issues and recruitment and retention of their direct reports.
• Oversees executive searches; defines the position, develops the recruitment plan, assists with forming and staffing the selection committee; may chair or participate in the selection committee. Hires and works closely with search firms and chairs of search committees to achieve desired results.
• Acculturates “new hire” leader in Campus and Regental protocols, overall operations within areas of responsibility, and initiative and program planning and management.
• Supports as needed on the Chancellor's campus-wide and E&I Division's fundraising priorities, strategies and initiatives.

Issues Management

• Both divisionally and globally: provides campuswide influence on the identification and framing of systemic issues, and the formulation and advancement of approaches to address them. Commitments include facilitating aspects of recent legal, policy, and other compliance issues, complaint resolution including potential lawsuits, and support for achieving priorities of other campus Vice Chancellors, Provosts, and the Chancellor. In conjunction with appropriate departments (Legal, Public Affairs, Government Relations), provides senior support for high-profile (media coverage, protests, legislative interests, etc.) issues.
• Works with the VC-E&I to ensure campus, chancellor, and divisional DEIB&J initiatives have a plan, a timeline, and accountability measures.
• Prepares briefings on current and emerging issues for the VC-E&I, Executive Vice Chancellor & Provost, and the Chancellor on request.
• Identifies or negotiates directly to achieve solutions with high level stakeholders such as faculty, senate committee chairs, senior administrators, other UC locations, Office of the President, public agencies and the community to develop solutions to complex divisional or campus problems.
• Has primary responsibility for ensuring that Equity & Inclusion is working closely with the Division of Student Affairs, Division of Undergraduate Education, Graduate Division, Deans and Provosts, and other staff to support students, campus initiatives and the work of the Division.
• Establishes and develops relationships with academic departments and staff to ensure collaboration with and support of divisional efforts.
• Has the authority to make decisions, on high-level task forces and on various campus committees.
• Develops partnerships inside and outside the E&I control unit to achieve mutual goals.

Special Projects - Critical Issues for the Vice Chancellor-E&I and Senior Management

• Manages and handles special projects with high level impact, including issues of substantial complexity and/or high management visibility. Typically assignments are highly sensitive, involve privileged information and/or may cross organizational and functional lines and warrant management at the Vice Chancellor's senior leadership level. Independently performs the most complex research and studies for both internal department and external campus constituents.
• Negotiates directly to achieve solutions to complex campus problems with high level stakeholders such as faculty, senate committee chairs, senior administrators, other UC locations, Office of the President, public agencies and the community.
• Provides management briefings on current and emerging issues.
• Manages all aspects of sensitive issues, e.g., campus MOUs, agreements with outside institutions, tracking documents forwarded from the Chancellor's Office, drafting new senior management position descriptions and organization charts, and management of inter- and intra- divisional realignments and restructures.

Management of the Office of the Vice Chancellor-E&I

• Provides executive coordination to the strategic communications, institutional research, human resources, business and project analysis functions within the Vice Chancellor's Immediate Office, supervising 6.0 FTE. Responsibilities include:

• Provides strategic oversight for the development of the annual budget, determining expense priorities, recommending and implementing changes to methods, unit planning, staffing, programs and other financial activities for the Vice Chancellor's Immediate Office budget.
• Oversees and guides on budgets related to campus initiatives managed by E&I and donor supported funds.
• Provides leadership and mentoring in creating an atmosphere of excellence, cooperation and teamwork.
• Ensures effective operations and high quality administrative staff support for the Vice Chancellor and divisional units.

Professional Development/Professional Contribution
• Maintains a full and current portfolio of skills and knowledge in DEIB&J areas to best support the Vice Chancellor.
• Stays well-informed and keeps abreast of higher education current and emerging issues in order to provide the Vice Chancellor and Senior Management broad perspective across the Campus.
• Participates in the activities of higher education professional associations such as the National Association of Diversity Officers in Higher Education (NADOHE), the American College Personnel Association (ACPA), and other professional development as needed.

Required Qualifications

• Substantial years of direct experience as a senior administrator or in support of senior administrators at a college or university or a similar complex, matrixed organization.
• Demonstrated advanced knowledge of diversity, equity and inclusion principles and practices in an educational setting or complex workplace.
• Working knowledge of organization and system-wide organizational reporting structures, as well as an understanding of the interactive roles of management throughout the organization.
• Demonstrated advanced skills in the principles and practices of effective management including: team leadership; collaborative leadership; change management, continuous quality improvement initiatives; delegation; establishing goals, objectives and standards and evaluation of programs.
• Demonstrated experience in promoting diversity, equity, inclusion and belonging as related to functions, preferably within a higher education setting. Proven effectiveness in conceiving and implementing broad and complex initiatives that have advanced an equity or belonging agenda. Advanced skills to effectively lead highly significant engagements from inception to conclusion.
• Advanced collaboration, analytical, problem-solving, project planning and implementation skills to effectively meet goals and lead highly significant engagements from inception to conclusion.
• Advanced written and verbal as well as presentation and interpersonal (individual and group) skills for influencing and facilitating sustained change. Demonstrated information management, presentation and writing skills.
• Working knowledge and understanding of organizational dynamics, group and individual interactions and sensitivities and is able to pivot and respond accordingly.
• Advanced consulting, relationship building, and strategic thinking skills in guiding the organization toward workable strategies and solutions. Highly skilled in navigating complex organizations.
• Strong political acumen and interpersonal effectiveness on an individual basis, as a member of a group or team, or as its leader.
• Demonstrated leadership and management and supervision skills required to help construct and lead department, including successful management of professional staff, hiring, performance, training and development, team building, coaching, communications, conflict resolution, and assessment and evaluation.
• Highly sophisticated leadership abilities to establish department and divisional goals at the micro and macro level, and motivate and influence others to achieve goals and objectives.
• Ability to forge connections with leaders and constituents of diverse communities and foster productive ties with them.

Education

• Master's degree in related areas (e.g., Student Affairs, Public Policy, Education, Counseling) or administrative management in higher education or equivalent experience/training.

Preferred Qualifications

• Demonstrated working knowledge of relevant UCOP, UC Regents and UCB campus policies and regulations. Demonstrated working knowledge of relevant State and Federal policies and regulations.
• Demonstrated experience working in a complex workforce environment including working with academics, professional staff, represented employees, and student workers. General knowledge of working in a public higher education system.
• Working knowledge of the organizational environment of higher education and large research universities to understand client priorities, issues, motivations and constraints.
• Ability to locate and foster new funding opportunities, direct activities that take advantage of them, and oversee the successful discharge of their goals when funded.

Salary & Benefits

For information on the comprehensive benefits package offered by the University visit:


How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Diversity Statement

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that “every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive.”
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 see:

For the complete University of California nondiscrimination and affirmative action policy see:
http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct

To apply, visit https://aptrkr.com/2790294

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