

Executive Director - Center for the Study of Law &
Society - School of Law
University of California, Berkeley

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Posted Jul. 24, 2019, removed Sep. 18, 2019

Job Title	Executive Director - Center for the Study of Law & Society - School of Law
Department	N/A
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 24, 2019
Application Deadline	9/16/2019
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Law - General
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Apply By Email

Job Description

Recruitment Period

Open date: June 14th, 2019

Next review date: Friday, Jun 28, 2019 at 11:59pm (Pacific Time)

Apply by this date to ensure full consideration by the committee.

Final date: Monday, Sep 16, 2019 at 11:59pm (Pacific Time)

Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

Description

Position: Executive Director - Center for the Study of Law and Society - School of Law

Location: Berkeley, CA

Salary: \$67,881 - \$89,610 (Commensurate with experience)

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Expected

Start Date: July 1, 2019

This is a two-year, full-time (100%) appointment, subject to renewal.

The Center for the Study of Law and Society (CSLS) at Berkeley Law seeks applications for a new full-time Executive Director (Academic Coordinator II) with an anticipated start date of July 1, 2019.

Overview

The Center for the Study of Law and Society encourages and supports empirical research and theoretical analysis of the social consequence of law, including legal institutions and processes, the impact of law on individuals and groups, and social, political, and intellectual influences on law itself and legal activity. The Center's affiliated faculty and visitors work across many disciplines, such as political science, sociology, economics, psychology, law, philosophy, and history, and CSLS is an interdisciplinary hub for research activity.

The Executive Director works with the Faculty Director and other affiliated faculty and staff of CSLS and Berkeley Law, in particular the Jurisprudence and Social Policy (JSP) Program. The Executive Director conducts external outreach, hosts research colloquia, conducts network development, and strategic planning. The incumbent will identify, build, nurture and maintain effective relationships with external constituencies and serve as one of the primary or principal advocates for CSLS. Collaboration with other University-based research centers is also expected.

Administration of CSLS Programs and Activities

The Executive Director (ED) is responsible for coordinating and administering all CSLS programs and activities. These include weekly colloquia, the visiting scholars program, occasional conferences and special programs, the working paper series, the Berkeley Empirical Legal Studies (BELS) fellows program, and the law and society small research grants program. Support for CSLS includes drafting annual reports and allocating space (in consultation with the Programs Director) for visiting scholars and faculty who need research space. In consultation with the Faculty Director, the ED develops new programs and activities relevant to the mission of CSLS, identifies prospective speakers for the colloquia, arranges and coordinates the visits to campus of speakers and visiting scholars, and serves as the point person for all CSLS activities. The ED solicits and selects research papers for the Center's two working paper series, one of papers by affiliated faculty, the second of papers presented in the CSLS colloquium.

Where the activities of the CSLS and the JSP graduate program overlap, the ED will occasionally also contribute to curricular planning and activities for the graduate program.

Conferences and Program Development

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The ED plays a central role in conceptualizing, planning, and administering conferences and workshops hosted by CSLS. The ED also plays a central role in budgeting, seeking revenue, and coordinating CSLS staff and graduate students employed to assist with conferences. The ED will assist with fundraising efforts for CSLS. The ED interacts with and coordinates with other centers, departments, and campus entities in co-sponsoring and developing conferences and workshops of mutual interest, and may represent CSLS at campus meetings or on committees.

Visiting Scholar Program/BELS Fellow Program

The CSLS visiting scholars program provides research opportunities for up to 25 prominent socio-legal scholars from the U.S. and around the world each year. The ED engages the visiting scholars on their research, organizes and hosts regular events for scholarly exchange among the visiting scholars and faculty, and facilitates access to research sites, resources on campus for research, provides introductions to scholars across Berkeley. The ED participates in and coordinates the application and selection process for both the visiting scholars and BELS fellows programs.

Budgetary Role

The ED is responsible for preparing and managing budgets for conferences and events, and, in coordination with the Faculty Director, for the CSLS as a whole. The ED serves as the point person for pre-award preparation of research proposals and projects for CSLS. The ED coordinates with the Sponsored Project Office, internal budgeting staff at the law school, Berkeley Regional Services, and the office of the Vice Chancellor for Research as appropriate to steward grant proposals through the pre-award process and to troubleshoot bureaucratic bottlenecks and ensure that internal deadlines for proposals are met in a timely manner.

The ED assists the faculty director in identifying and pursuing grant and other revenue opportunities to support the activities of CSLS and its faculty affiliates and programs, and provides support for grant writing activities for faculty and graduate students affiliated with the CSLS.

Branding and Outreach for CSLS

The ED is responsible for maintaining and improving the CSLS web page, coordinating social media outreach and messaging from specific faculty to reach a broader audience about their research, and publicizing and conducting outreach for CSLS programs, including the visiting scholar and BELS fellows programs. In addition, the ED, in coordination with the Faculty Director, will assist with developing materials to publicize and articulate the CSLS brand as a research center, including the current intellectual focus of CSLS activities from year to year.

Basic Qualifications (required at the time of application):

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* B.A. degree or equivalent international degree

Preferred Qualifications and Experience:

- * Advanced degree or 5+ years of professional experience
- * Experience with events, budgets, and grant proposals
- * Excellent writing skills and people skills
- * Experience with web site maintenance
- * Preferred candidates will exhibit flexibility and a can-do attitude, show an interest in learning new skills, and demonstrate an interest in working with diverse staff, scholars and graduate students from around the world

UC Berkeley has an excellent benefits package as well as a number of policies and programs to support employees as they balance work and family.

To apply, please go to the following link: [url=https://apptrkr.com/1546635" rel="nofollow]https://aprecruit.berkeley.edu/JPF02196. Letters of reference and/or additional materials may be requested of top candidates. Any letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a dossier service or career center, to the UC Berkeley statement of confidentiality ([url=https://apptrkr.com/get_redirect.php?id=1546635&targetURL=http://apo.berkeley.edu/evalltr.html" rel="nofollow]http://apo.berkeley.edu/evalltr.html) prior to submitting their letters.

This position will remain open until filled, but early applications are encouraged. Please direct questions to:

[url=https://apptrkr.com/get_redirect.php?id=1546635&targetURL=mailto:academicpositions@law.berkeley.edu" rel="nofollow]academicpositions@law.berkeley.edu.

CSLS values diversity and aims to build a team with a multiplicity of backgrounds, identities, and lived experiences that inform and strengthen the work. 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, age or protected veteran status.

For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get_redirect.php?id=1546635&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

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rel="nofollow"]http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct.

Job location Berkeley, CA Learn More More information about this recruitment:

[url=https://apptrkr.com/get_redirect.php?id=1546635&targetURL=https://www.law.berkeley.edu/]https://www.l

Requirements

Document requirements

* Curriculum Vitae or Resume - Current CV or Resume.

* Cover Letter - Cover letter stating your interest in the position and relevant experience.

* Statement on Contributions to Advancing Diversity, Equity, and Inclusion - Statement on your contributions to diversity, equity, and inclusion, including information about your understanding of these topics, your record of activities to date, and your specific plans and goals for advancing equity and inclusion if hired at Berkeley (for additional information go to

[url=https://apptrkr.com/get_redirect.php?id=1546635&targetURL=https://ofew.berkeley.edu/recruitment/contributions-diversity][url=https://apptrkr.com/get_redirect.php?id=1546635&targetURL=https://ofew.berkeley.edu/recruitment/contributions-diversity" rel="nofollow]https://ofew.berkeley.edu/recruitment/contributions-diversity).

Reference requirements

* 3 required (contact information only)

[img]https://www.jobelephant.com/img.php?id=1546635&image=logo"/>

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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