

Associate Director, Private Sector Programs (4517U),
Berkeley Law - 73548
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=246945>

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Posted Oct. 11, 2024, set to expire Feb. 7, 2025

Job Title	Associate Director, Private Sector Programs (4517U), Berkeley Law - 73548
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 11, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Law - General
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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 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



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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.

Departmental Overview

UC Berkeley's School of Law is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. The law school is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national and global import. Currently ranked among the top law schools in the country, the School of Law has ambitious development goals as it looks to continue producing leaders in law, government, and society.

The Career Development Office (CDO) is staffed by eight attorney-counselors, each of whom has practiced law and can offer real-world insights into various career paths. They currently include former direct services attorneys, a former immigration attorney, , former associates from large law firms, a former federal judicial law clerk, and a former boutique firm practitioner. Of the eight attorney-counselors, three specialize in public interest and government careers.

CDO helps students explore a variety of legal career options-both traditional and nontraditional-and

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determine how to pursue them.

The Associate Director for Private Sector Programs ("AD") assists Berkeley Law's 1000 J.D. students and the members of its 10,000+ alumni community, in particular those interested in pursuing private sector legal careers, in shaping and attaining their short- and long-term career goals. As a well-connected, knowledgeable expert on the legal job market, the AD accomplishes this by providing individually tailored, client-driven career counseling as well as by creating, planning, developing, and implementing cutting-edge programs, networking events, other activities (including social media), services, and resources that address a full array of traditional as well as non-traditional private sector practice areas and settings.

The AD must also assist in maintaining the CDO's current employer relationships as well as engaging in employer outreach efforts to cultivate new relationships to ensure our students have the best available access to private sector networking and job opportunities as soon as they present themselves.

Application Review Date

The First Review Date for this job is: October 23, 2024

Responsibilities

- Researches and analyzes the current state of the private sector legal services and legal job markets.
- Forecasts emerging trends in those markets.
- Identifies existing and up-and-coming career and job options.
- Assesses their short-and long-term feasibility for alumni attorneys on a continuing basis.
- Explores alternatives to traditional legal practice.
- Researches and periodically assesses the evolving career development needs of students interested in private sector work.
- Designs, develops, and implements an array of workshops, programs, services, and resources based on ongoing research, analysis, assessment, and trend-spotting.
- Recommends and manages improvements, revisions, and changes to existing career consulting services, programs, and resources.
- Devises, develops, and implements entirely new services, programs, and resources.
- Provides one-on-one, individually tailored, and client-driven career consulting services to students interested in pursuing private sector careers.
- Assists students in conducting self-assessments.

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- Provides general advice based on expert knowledge of the private sector legal market.
- Shares specific job leads and networking contacts developed through continued cultivation and expansion of the Law School's and the AD's professional network.
- Amplifies and promotes best practices in diversity, equity, inclusion, and belonging when working with students.
- Helps create professional pathways and opportunities for career growth.
- Develops and maintains the Law School's professional network of potential employers and legal professionals.
- Leverages the professional network on behalf of students and alumni.
- Develops and oversees the presentation and delivery of broad and complex career-focused programs, events, workshops, and resources.
- Coordinates with Career Services administrative staff on administrative tasks to support private sector programming (e.g., room reservations, technology, catering, and event announcements).
- Determines the most innovative and effective media for delivering content (e.g., online, print, blogs, social networking, live webcasting, etc.).
- Liaises with other Law School departments and individuals to explore and develop mutually beneficial programs, resources, and services.
- Participates in panel discussions and presentations.
- Researches and writes articles relating to the private sector legal job market and career services.
- Engages with local and national recruitment associations (e.g., Bay Area Legal Recruiters Association, National Association for Law Placement).
- Collaborates with other legal organizations (e.g., American Association of Law Schools, American Bar Association).
- Contributes to local and national press as opportunities arise.

Required Qualifications

- Advanced knowledge of career decision making, and job search techniques.
- Knowledge of career services, employer, alumni, and faculty needs and expectations, recruiting and staffing methods, employment trends.
- Highly effective problem identification and solving skills, presentation skills, verbal communication, written communication, and organization skills.
- Ability to work with people from diverse backgrounds and levels of experience.
- Detailed knowledge of the private sector legal employment market (and general knowledge of the public sector and public interest job markets)
- Extensive professional network of practicing attorneys and potential employers.

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- Creative, entrepreneurial, forward-looking, and energetic approach that can identify and pursue new potential programs and innovative ways to present and deliver their content
- Highly developed knowledge of principles and processes for providing outstanding client and personal services. This includes client needs assessment, meeting quality standards for services, and evaluation of client satisfaction.
- Excellent knowledge of human behavior and performance; individual differences in ability, personality, and interests; and learning and motivation.
- Excellent computer skills and the ability to quickly adapt to new software programs and on-line resources.
- Strong attention to detail.
- Demonstrated commitment to and understanding of diversity, equity, inclusion, and belonging (DEIB), and ability to apply and integrate core concepts of DEIB into everyday practice.
- Must be 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.
- Must demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community.

Education/Training:

- Advanced degree in Law, such as a Juris Doctor (J.D.), and/or equivalent experience/training.
- Significant (5 years minimum) private sector legal practice experience.

Preferred Qualifications

- Advanced knowledge of career development theories.
- Knowledge of needs assessment theory, processes, and practice, workshop and program design and implementation.
- Knowledge of and/or ability to learn UC programs.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the

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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.

- The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$101,600.00 - \$108,000.00. This is an exempt, monthly-paid position.
- This is a full-time, Career position with full UC benefits.
- This is a 20% remote-friendly position, eligible for remote work up to one (1) day per week. Specific arrangements will be made in collaboration with your supervisor to ensure role responsibilities and department needs are met, and may change based on business requirements.

How to Apply

To apply, please submit your resume and cover letter.

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.

Other Information

This is not a visa opportunity.

Equal Employment Opportunity



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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.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

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

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