

Assistant Dean of Innovation and Initiatives (0547U),  
Berkeley Law - 78146  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259200>

Downloaded On: Jul. 16, 2025 3:08am

Posted Jul. 15, 2025, set to expire Oct. 31, 2025

<b>Job Title</b>	Assistant Dean of Innovation and Initiatives (0547U), Berkeley Law - 78146
<b>Department</b>	Berkeley Law
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jul. 15, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Dean
<b>Academic Field(s)</b>	Law - General
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**Job Description**

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**Assistant Dean of Innovation and Initiatives (0547U), Berkeley Law - 78146**

**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.

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.

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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

Berkeley Law's executive education platform connects legal practitioners, investors, executives, and nonprofit leaders to a wide range of professional development training programs.

Berkeley Law Executive Education helps legal practitioners and business professionals, as well as government and nonprofit leaders, meet their professional goals by delivering world-class certificate programs that teach hard and soft skills, elicit insights that lead to more effective problem solving, and expand participant networks. The program draws upon the expertise of UC Berkeley faculty, the law school's extensive alumni network, and deep relationships with business and legal leaders to provide program participants with access to thought leaders from a wide range of disciplines.

Many of the programs from Berkeley Law Executive Education provide for Mandatory Continuing Legal Education (MCLE) credits (MCLE). Programs offering MCLE credit include monthly webinars, online courses, and in-person bootcamps and workshops.

The Assistant Dean of Innovation and Initiatives is responsible for managing the administrative operations of the Executive Education program, pre-LLM, and similar revenue-generating, non-degree granting programs with the law school. In addition to leading existing programs, the incumbent will perform market research and leverage data to propose new initiatives and bring them to fruition. This role performs short and long-range planning and work closely with other administrative leaders of the law school to ensure goals are on track and met. The position manages and oversees the department's budget and performs financial modeling necessary to project gross and net revenue, as well as to propose high-level recommendations for improvements and/or operational changes of the unit.

The Assistant Dean of Innovation and Initiatives is responsible for managing all people and operations

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of a team that creates, builds, markets, delivers, and evaluates numerous programs intended to position the law school as a premier resource for continued education, certification, and expertise while also developing potential new revenue streams. This role assumes accountability for decisions made by subordinates, erroneous decisions or failure to achieve goals results in additional costs and personnel, and serious delays in overall schedules. They are charged with building effective relationships with external partners and leveraging those relationships to help reach their goals.

### **Application Review Date**

The First Review Date for this job is: May 21, 2025

### **Responsibilities**

#### **Management of Programs and Initiatives**

- Manages and directs the administrative operations of the Executive Education program, pre-LLM, and similar revenue-generating, non-degree granting programs with the law school.
- Manages all people and operations of a team and department that creates, builds, markets, delivers, and evaluates numerous programs intended to position the law school as a premier resource for continued education, certification, and expertise while also developing potential new revenue streams.
- Provides vision, leadership and strategic direction for all functions of the unit.
- Oversees administrative operations that typically include all or most of the following functions: unit IT, facilities, student services, budgetary financial management, and human resources.

#### **Strategic and Financial Planning**

- Develops and implements short and long-range planning and strategy to meet operational/divisional goals and priorities.
- Consults and partners closely with other administrative leaders of the law school to ensure goals are on track and achieved.

#### **Business Development and Partnerships**

- Establishes and fosters effective relationships with external partners, and leverages these relationships to meet department/program goals and initiatives.
- Works closely with law firms and other external stakeholders to build and sustain business relationships that serve and support the programs, initiatives, and curriculum of the department.

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### **New Program and Initiative Development**

- In addition to overseeing existing programs, performs market research, analyzes data, and leverages industry insights to propose, develop, and implement new initiatives and programs.
- Consults and collaborates with the CAO and other departments and campus units to assess feasibility of potential programs, identify challenges or potential obstacles, and evaluate financial impact.

### **People Management**

- Responsible for managing all people and operations of a team that creates, builds, markets, delivers, and evaluates numerous programs intended to position the law school as a premier resource for continued education, certification, and expertise while also developing potential new revenue streams.
- Provides leadership and strategic direction.
- Hires, evaluates and develops a wide range of professionals involved in data and systems analysis, program development and design, marketing and market analysis, business development, complex event planning and coordination, and business operations including purchasing.
- Responsible for the employment and selection, training, development, performance management and evaluation, counseling, and discipline of assigned staff.
- Monitors employee performance, provides direction, coaching and assistance as needed.
- Manages, through subordinate staff, the coordination of activities and initiatives of the department to meet and achieve divisional goals, priorities, initiatives and deliverables.
- Develops metrics for assessing successful execution of job responsibilities and holds direct reports accountable for achieving goals.

### **Program and Process Evaluation**

- Prepares short and long-range planning for administrative services operations and improvements to processes.
- Establishes and recommends changes to policies which affect the assigned unit(s).

### **Budget Management**

- Develops and monitors operational and budget processes, staff FTE, finance, human resources and space planning.
- Manages and oversees the department budget.

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- Performs financial modeling and forecasting to project gross and net revenue and to propose high-level recommendations for improvements and/or operational changes of the unit.
- Represents the department on business affairs to the institution community.

### Required Qualifications

- Broad knowledge of the organization's processes, protocols and procedures with a focus on budget, account and fund management and / or personnel management under labor contract(s) and personnel policy.
- Broad knowledge of financial analysis and reporting techniques; human resources and risk management planning; and / or accounting and payroll.
- Broad knowledge of financial analysis, human resources and organizational behavior, and short- and long-range planning and project management strategies to support the delivery of key outcomes or drive decision-making using data from a variety of sources
- Academic background and experience in online and revenue-generating programs.
- Advanced ability to develop and implement strategic direction and new initiatives for an academic program or equivalent.
- Proven ability to identify, design, and develop innovative programs, policies, and solutions that address complex problems, advance the strategic goals of the organization, and have broad external/reputational impact.
- Advanced interpersonal and communication skills; ability to effectively work across a broad range of internal and external stakeholder groups to guide vision development, strategic planning, and successful implementation; ability to coach, facilitate and influence people at all levels..
- Excellent political acumen and proven ability to problem-solve and navigate challenges in order to meet critical goals.
- Strong skills in organization and customer service to effectively manage multiple important priorities.
- Proven ability to organize and drive department work functions in an efficient and effective manner.
- Proven skills to quickly evaluate complex issues and identify multiple options for resolution. Ability to analyze data, identify problems, and develop innovative solutions with limited resources.
- Demonstrated management and conflict resolution skills to effectively lead and motivate others.
- Significant experience in management consulting, strategic planning, and/or program development and innovation.
- Advanced analytical, problem-solving, project planning and implementation skills.
- Proven consulting, relationship building, and strategic thinking skills.
- Strong computer skills with proficiency in Microsoft Office, Google Suite, video conferencing

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platform (e.g. Zoom, Skype, Microsoft Teams, Google Meet, etc.) and the ability to learn new computer programs and software systems.

- Demonstrated ability to collaborate and work effectively with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Demonstrated commitment to fostering an inclusive and supportive environment that promotes collaboration and mutual respect among all members of the UC Berkeley community and its stakeholders.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds.

**Education/Training:**

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

**Preferred Qualifications**

- Law degree (JD or LLM)

**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 experience.

- The budgeted salary that the University reasonably expects to pay for this position is \$158,500.00 - \$195,000.00. The full pay scale for this classification is \$109,200.00 - \$207,800.00. This is an exempt, monthly paid position.
- This is a full-time, Career position that is eligible for full UC benefits.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in

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partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

### **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.

### **SB 791 and AB 810 Misconduct Disclosure**

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 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](#)

### **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](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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