

Executive Director - Korea Law Center - School of Law
University of California Berkeley

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Posted Dec. 8, 2025, set to expire Jan. 5, 2026

Job Title	Executive Director - Korea Law Center - School of Law
Department	School of Law
Institution	University of California Berkeley Berkeley, California
Date Posted	Dec. 8, 2025
Application Deadline	01/05/2026
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	International Law Law - General
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Job Description

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Executive Director - Korea Law Center - School of Law

Position overview

Position title: Executive Director

Salary range: The UC academic salary scales set the minimum pay determined by step at

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appointment. See the following table(s) for the current salary scale(s) for this position. Academic Coordinators II: https://www.ucop.edu/academic-personnel-programs/_files/2025-26/policy-covered-july-2025-scales/t36-ii.pdf. The current base salary range for this position is \$166,472 - \$256,987. "Off-scale" salaries, which yield compensation that is higher than the published system-wide salary at the designated rank and step, are offered when necessary to meet competitive conditions. Specialist series: https://www.ucop.edu/academic-personnel-programs/_files/2025-26/represented-july-2025-scales/t24-b.pdf. The current base salary range for the Specialist position is \$75,600 - \$194,800. "Off-scale" salaries, which yield compensation that is higher than the published system-wide salary at the designated rank and step, are offered when necessary to meet competitive conditions. The total salary for this role will be prorated to reflect the 50% percentage associated with each appointment. The % is listed on the description page

Percent time: 100%

Anticipated start: Spring 2026

Position duration: One-year term position, with the possibility of renewal

Application Window

Open date: December 5, 2025

Next review date: Saturday, Dec 20, 2025 at 11:59pm (Pacific Time)

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

Final date: Monday, Jan 5, 2026 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.

Position description

The Korea Law Center addresses the development of the Korean legal, constitutional, and political systems, as the dynamic democracy emerges as one of the world's most powerful economies. The center brings together scholars, judges, officials, and lawyers to deepen mutual understanding of both societies. The center aims to be a research hub for a robust exchange of ideas, theories and best practices in the fields of law, government, and business.

The Executive Director will be a full-time employee dedicated to leading research efforts in conjunction with strategic planning, coordination, management, and execution of the Korea Law Center. The

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Executive Director will provide strategic and operational leadership for the Korea Law Center a nonprofit dedicated to advancing legal research, scholarship, and professional exchange related to Korean law and the Korean legal profession. The Executive Director will manage programs, cultivate academic and institutional partnerships, and ensure the organization remains at the forefront of Korean legal studies and international collaboration.

This position requires strategic thinking and significant leadership and managerial skills; ability to coordinate and leverage diverse stakeholders; and expertise in issues relating to democracy and the rule of law. The Executive Director will play a key role in communications; fiscal management; personnel matters; student, faculty and alumni engagement; and fundraising. The Executive Director will be appointed as Academic Coordinator II, 50%, and will hold a concurrent research appointment as Associate/full Specialist, 50%.

Primary Responsibilities:

Research Leadership

- Collaborate closely with Faculty director to develop and execute a vision and long-term strategy for the Korea Law Center in alignment with its mission to promote research and international cooperation on Korean law and the legal profession.
- Conducting research projects on comparative perspectives between Korean and US Legal Systems
- Drafting legal policy reports on the intersection of Korean and US law
- Spearhead research projects, academic publications, workshops, symposia, and conferences to engage with scholars and practitioners in Korea and the US.
- Effectively represent the Korea Law Center to the public and to other organizational stakeholders
- Build and maintain relationships with law schools, research institutes, bar associations, and government agencies in Korea, the U.S., and internationally.
- Promote cross-border legal exchanges, collaborative research, and joint programming

Management

- Oversee day-to-day operations and ensure successful long-term operations
- Ensure that the Center makes consistent and timely progress in achieving its mission and target impact
- Advocate for the Center among research units and with UCB leadership and media relations; liaise with law school faculty, academic centers in the Law School, and other UCB departments and programs.

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- Ensure effective coordination with law school and campus administrative staff and compliance with applicable university regulations.
- Oversee the Center's student-facing activities
- Oversee financial stewardship for the Center

Fundraising and financial sustainability

- Lead fundraising initiatives, including cultivating donors, writing grant proposals, and securing sponsorships for academic and professional programming.
- Prepare and manage the annual budget, ensure compliance with applicable regulations, and maintain strong fiscal health.
- Lead, manage, and guide the Center to achieve increasing impact in its areas of emphasis
- Ensure financial sustainability by managing philanthropic fundraising efforts, in partnership with the advisory board, faculty director/s, and law school development office.

External Engagement and Impact

- Lead the evolution of the Center's strategic plan and drive its implementation
- Apply innovative thinking and performance measurements to analyze and accelerate progress toward strategic goals.
- Communicate effectively with diverse audiences, including faculty, students, staff, advisory board, and the public.

For More Information: <https://www.law.berkeley.edu/research/korea-law-center/>

Qualifications

Basic qualifications (required at time of application)

- Candidates must hold an advanced degree at time of application, such as a J.D., Ph.D., or equivalent international degree.

Additional qualifications (required at time of start)

- Minimum 3 years post-graduate work experience
- Fluency in English and in Korean required.

Preferred qualifications

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- At least 3-7 years of experience in Korean legal profession or academia, or policy-oriented organizations.
- Proficiency in Japanese or Chinese.
- Expertise in Korean law, comparative law, or East Asian legal systems.
- Experience managing legal programming.
- Experience as a successful leader of an organization
- Experience directing a variety of administrative and operational activities, including events planning, contracts, and grants.
- Program management, strategic planning, organizational development, and analytical/problem-solving skills
- Budget oversight experience
- Experience in, or demonstrated commitment to, engaging in fundraising
- Record of successful outputs, including policy-relevant publications based on research and analysis.
- Ability to prioritize and function independently
- Excellent communication, organizational, and interpersonal skills.
- Ability to travel domestically and internationally as needed.

Application Requirements

Document requirements

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter
- Writing Sample - Such as a policy brief, comment letter, white paper, or other writing sample of no more than 10 pages

Reference requirements

- 3 required (contact information only)

Apply link: <https://aprecruit.berkeley.edu/JPF05135>

Help contact: academicpositions@law.berkeley.edu

About UC Berkeley

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UC Berkeley is committed to diversity, equity, inclusion, and belonging in our public mission of research, teaching, and service, consistent with [UC Regents Policy 4400](#) and University of California Academic Personnel policy ([APM 210 1-d](#)). These values are embedded in our [Principles of Community](#), which reflect our passion for critical inquiry, debate, discovery and innovation, and our deep commitment to contributing to a better world. Every member of the UC Berkeley community has a role in sustaining a safe, caring and humane environment in which these values can thrive.

The University of California, Berkeley is an Equal Opportunity 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 more information, please refer to the [University of California's Affirmative Action and Nondiscrimination in Employment Policy](#) and the [University of California's Anti-Discrimination Policy](#).

In searches when letters of reference are required all 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 third party (i.e., dossier service or career center), to the [UC Berkeley statement of confidentiality](#) prior to submitting their letter.

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

Unless stated otherwise, unambiguously, in the position description, this position does not include sponsorship of a new consular H-1B visa petition that would require payment of the \$100,000 supplemental fee.

As a condition of employment, the finalist will be required to disclose if they are subject to any **final** administrative or judicial decisions within the last seven years determining that they committed any misconduct.

- "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 or discrimination, as defined by the employer.
- [UC Sexual Violence and Sexual Harassment Policy](#)
- [UC Anti-Discrimination Policy](#)
- [APM - 035: Affirmative Action and Nondiscrimination in Employment](#)

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Job location

Berkeley, CA

To apply, visit <https://aprecruit.berkeley.edu/JPF05135>

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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