

Executive Director, MaCSS (7378U) 76634
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253899>

Downloaded On: Mar. 4, 2025 12:46am

Posted Mar. 3, 2025, set to expire Jul. 1, 2025

Job Title	Executive Director, MaCSS (7378U) 76634
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 3, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Research Methods/Data Analysis Social Sciences - General
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Job Description	

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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

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1868, we have driven innovation, creating global intellectual, economic and social value.

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

The Master of Computational Social Science (MaCSS) is a one-year, on-campus program that will provide students with practical skills for analyzing, interpreting, and visualizing social data. Social data are simply data about people, groups, organizations, and their interactions from surveys and censuses, company websites, store loyalty cards, cell-phone records, Twitter posts, internet searches, etc. MaCSS graduates will be able to work as analysts and data specialists in business, non-profit, and government settings.

Administratively, the MaCSS program is housed in the Interdisciplinary Social Science Programs in the College of Letters and Science. It is overseen by a Faculty Director, an Executive Director, and a Graduate Group. They are assisted by a Graduate Student Affairs Officer (GSAO) and an Assistant Director of Career Services and Employer Relations.

Application Review Date

The First Review Date for this job is March 14, 2025

Responsibilities

Academic Operations

- Keep track of data on current and potential future instructors, both ladder faculty and lecturers from industry, nonprofits, and government.
- Manage the lecturer & faculty hiring process.

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- Onboard instructors. Manage compensation requests for (re)developing syllabi & course materials.
- Help instructors coordinate or share course materials (e.g., datasets) and coordinate assignments (e.g., between the data visualization course and the capstone project courses).
- Develop job descriptions for academic student employees (ASEs - GSIs, readers, & tutors); manage the HR approval processes for ASEs. Recruit ASEs, with input from the Faculty Director and instructors. Manage the interview, hiring, and onboarding processes for ASEs.
- Identify and contact firms, government agencies, and nongovernmental organizations to get access data for capstone projects, in consultation with the faculty teaching the capstone course.

Financial Management

- Collaborate with the Faculty Director to oversee budget planning and implementation.
- Manage payment for and reporting of all operational and personnel expenses and staff/instructor compensation.
- Manage contracts with campus units and external vendors.
- Coordinate with the Admissions Committee to select students for fellowships during the admissions process

Program Administration

- Supervise student-facing staff - Career Services and Employer Relations specialists and the GSAO - to optimize student experiences and career outcomes.
- Manage operational and financial plans, assess their effectiveness, and revise them as necessary.
- Assess the program's academic & career effectiveness. In light of this assessment, work with the Faculty - Director and Graduate Group to recommend changes to program content, policies, and procedures.
- Promote the program to recruiters, donors, prospective students, and prospective instructors; this will likely involve working with a marketing firm.
- Work with the Faculty Director to recruit an Industry Advisory Board consisting of senior people from industry, nonprofits, and government who oversee data analytics and whose organizations may be willing to hire program graduates, serve on panels at events for students, and (eventually) provide funding for fellowships, student events, and a MaCSS endowment.
- Collaborate with the Faculty Director and Social Science Development Office to develop a fundraising strategy for fellowships, teaching awards, and career experiences (short-term) and an

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endowment (long-term).

- Oversee outreach strategy groups that are under-represented in the data- analytics workforce: women and students of color. Target women's colleges, HBCUs, HSIs, and TCUs especially. Revise the current outreach strategy (given our experience in 2023-25) to be more effective and engage more with those under-represented students.
- Collaborate with the Faculty Director and the Admissions Committee to manage the admissions process.
- Oversee marketing to both prospective employers and students.
- Contribute to developing and sustaining a team environment (including student-focused staff, instructors, TAs, and Graduate Group members) that embraces diversity, equity, and inclusion.

Space & Facilities

- Coordinate with the Magnes Collection Director (the program's landlord), its property management company, and campus facilities services to resolve any issues with the space.
- Manage the classroom expansion project in summer of 2025, in collaboration with the L&S facilities office, RTL, and contractors. This involves removing walls, rewiring, recarpeting, & installing a new monitor.
- Purchase/ replace office equipment and furniture / furnishings as needed.

Required Qualifications

- Ability to work independently while also coordinating with and managing staff.
- Ability to deal with the uncertainty of working in a startup operation that is nested in a very bureaucratic organization.
- Willingness to innovate, to take risks that things won't work out; willingness to monitor outcomes and adjust actions as necessary.
- Advanced knowledge of the University's administrative, budgetary, human resources, and financial principles, practices, and systems.
- Effective communication skills. Ability to communicate clearly and inclusively with instructors, Berkeley administrators, MaCSS staff, ASEs, students, recruiters, and (potential) donors.
- Knowledge of a social-science field and experience with data analytics is a big plus because it will help the Executive Director understand the MaCSS curriculum.
- BA in a social science discipline or applied social science and/or equivalent experience/training

Preferred Qualifications

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- MA in social science or applied social science, or MBA/MPA and/or equivalent experience/training

Salary & Benefits

This is a full-time, career position.

This position is eligible for the full range of UC 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 range that the University reasonably expects to pay for this position is \$110,000 - \$163,900, annually.

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.

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

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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](#)

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, 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



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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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