

Overview of the University of California Washington Center (UCDC)

The University of California Washington Center (UCDC) is a UC-owned facility that houses a systemwide experiential learning program that provides UC undergraduates with the opportunity to intern and study in Washington, DC. UCDC students intern with the Federal government, advocacy and non-profit organizations, NGOs, the media and arts organizations for a quarter or a semester. Courses supplement students' internship experiences and take advantage of the many unique opportunities available in our nation's capital. All UCDC students are required to live in the Center and up to 270 live in the building at any one time. The UCDC program and students occupy most of the eleven-story UC Washington Center; the building is also home to the UC Office of Federal Governmental Relations and other multi-campus research units. The UCDC staff of about 25 is responsible for managing the academic program, including support for students in their courses, internships, and residences. The staff also manage the building, providing IT support for all tenants and occupants; renting offices, classrooms, event spaces, and parking to third parties; and managing finances for the academic program and building operation.

Executive Director of the UC Washington Center (UCDC): Position Summary

Reporting to the UC Provost and Executive Vice President for Academic Affairs or designate (currently the Vice Provost for Academic Personnel and Programs), the UC Washington Center (UCDC) Executive Director (ED) leads the academic program at UCDC and works with Washington-based staff to ensure that the UC mini-campus provides a strong presence for UC in the nation's capital. The ED is responsible for providing diverse cohorts of UC students in Washington, DC with an unparalleled opportunity to intern in governmental offices, including those in the executive and legislative branches, as well as in public and private foundations, non-profits, NGOs, advocacy groups, media outlets, and museums; to learn in courses built around DC's experts, community, and history; and to experience the life of the nation's capital.

The ED partners with faculty and academic administrators from UC campuses to provide a high quality experiential, residential, and educational learning opportunity and to provide a unified strategic vision for UCDC. Working closely with the UCDC Governing Council and the UCDC Academic Advisory Committee, the ED oversees course offerings, speaker series, community events, and other opportunities for student engagement. Together with a skilled and dedicated staff, the ED is responsible for providing student services, and for working with campus coordinators, academic advisors, and campus leaders to best serve students. As a unit housed within UC's Office of the President, UCDC is connected to other systemwide programs and initiatives; the ED builds on them in leading UCDC and identifies opportunities for collaboration with other program leaders.

Over the last decade, the UCDC academic program and its staff have moved from relatively independent campus-directed programs to a single consolidated systemwide program. The ED has responsibility for staff recruitment and professional development, which has unique components given the distance from the rest of UC. While the ED can rely on an experienced and dedicated staff to run most of the activities of UCDC, the ED will work with that staff to ensure UCDC's complex operations are effective, dependable, and well run.

The ED will partner with the UC Provost and Executive Vice President and the Vice Provost for Academic Personnel and Programs as a part of UCOP Academic Affairs, working to create and maintain a diverse, productive, equitable and inclusive UCDC community reflective of Academic Affairs' goals.

Current opportunities and Challenges. The next ED will have the opportunity to further define the program and to expand its reach. Active engagement with public life in Washington DC is encouraged and further strengthening of the alumni network will be a key component of the job. The next ED will have the opportunity to explore changes in management and administrative structure to best meet program goals. Other opportunities include possible new administrative partnerships with campuses; developing summer programs to meet student needs; and exploring ways to involve graduate students at UCDC. The tenure of the next ED will be defined, in part, by current challenges at UCDC, including the following: the goal of filling the building with UC students and phasing out partnerships with non-UC universities; student basic needs, financial aid, and a need for strong student support services that are responsive to a diverse student population; the need to manage the current situation where an increasing number (but not all) students have paid internships; the importance of strong relationships to UC campuses to enhance student recruiting; student and staff expectations that Diversity, Equity, Inclusion and Belonging (DEIB) will be central in management of the program and building; addressing public health concerns connected with COVID-19; refining the current funding model to ensure long-term viability of the academic program and the maintenance of the building; and the complex landscape of managing an academic program in accordance with UCOP business processes.

Faculty status and residence requirement. The ED will be a current UC faculty member with tenure or security of employment. The ED position is for a five-year renewable term. The ED must live in Washington, DC and the appointment includes a housing allowance. Additionally, an Executive Director's suite is available on the 11th floor of the facility. The ED will be provided professional development opportunities in order to support success in the role.

Academic Affairs at UCOP

Within the Office of the President, the Division of Academic Affairs provides leadership and services that animate and enable the University of California (UC) system to realize its true strength and potential in its contributions to the well-being of California, the nation and the world. Organized around the vision of UC as a pre-eminent land grant public research university, Academic Affairs provides a variety of central services that are most efficiently done systemwide and/or ensure systemwide coherence. The Division of Academic Affairs is comprised of four subdivisions linked to coordinating, supporting, developing policy, and advocating with respect to teaching/learning, research and knowledge creation, and well-being of UC faculty, graduate students, and undergraduate students. The four divisions are: Academic Personnel and Programs; Graduate, Undergraduate, and Equity Affairs; Research and Innovation; and Institutional Research and Academic Planning. The Division of Academic Affairs has over 440 FTE and an annual budget of \$278M. More specifically, the work of the Academic Affairs Division includes: stewardship of the Academic Personnel Manual (APM) and serving as the center of expertise for academic recruitment, retention, advancement, compensation, diversity, affirmative action, and labor relations; leading and supporting systemwide efforts that advance UC equity and inclusion, promote access to and successful completion of baccalaureate and graduate degrees, and help to provide an exemplary student academic experience; building UC-wide partnerships, shaping effective policies, and providing a strong voice nationally for research and innovation on behalf of UC; and providing timely, accurate, consistent, and reliable information about UC and the environment in which it operates, to illustrate UC's progress, challenges and outcomes in advancing its mission.

As an organization, Academic Affairs seeks to create, reflect and maintain a diverse, productive, equitable and inclusive community committed to the University of California's academic mission and to

its core values: integrity in its work, respect for one another, accountability for its public resources, and excellence in its service to the University and to the State.

Professional qualifications and personal qualities for the Executive Director position

The ideal candidate will possess the following qualifications, experience, and personal characteristics.

- A UC faculty member with tenure or security of employment.
- Demonstrated commitment to diversity, equity, inclusion, and belonging. Experience integrating such commitments into the workplace and classroom.
- Passion for undergraduate teaching and learning. Knowledge of pedagogies for diverse groups of learners.
- Prior involvement with experiential learning, internship coordination or related educational activities.
- Multi-campus program experience in the UC system, in particular with collaborative programs that support student achievement.
- Evidence of innovative and effective leadership in an academic environment. Experience with UC shared governance.
- Experience building and sustaining collaborative teams and/or networks.
- Experience in partnerships and networks involving more than one UC campus.
- Experience successfully working with and/or supervising staff in pursuit of common goals.
- Ability to manage a systemwide office, including skills at building partnerships, working with diverse teams both small and large, and balancing campus autonomy and needs with systemwide priorities.
- Understanding of the University's missions of teaching, research, and public service and an ability to support those missions through the work of UCDC. Commitment to building and supporting a diverse student body, faculty, and staff to reflect the diversity of California as well as the Washington, DC community.
- Ability to lead in a fast-paced environment with multiple, often-competing priorities and a two-semester, three-quarter, and summer session program.
- Strong communications skills including prior experience with public speaking and informing both internal and external audiences of key issues. Ability to function as an advocate for UCDC, both internally in the UC system and externally in the DC community.
- Strong interest in building the fundraising capacity of UCDC.

Preferred qualities include the following:

- Significant administrative experience, including previous experience as a department chair, center director or equivalent.
- Management experience with budget, planning, and supervision of both academic and staff employees.
- Designing and/or managing curricular programs, especially residential student programs; overseeing a department or program budget; managing facilities; and dealing with student welfare issues.
- Experience with fundraising and alumni engagement.

Required application materials

Candidates are invited to contact Executive Vice Chancellor David Marshall, the Search Committee Chair, or Vice Provost Susan Carlson to discuss this leadership opportunity. Start date will be negotiable depending on prior commitments. For consideration, all candidates must submit the following:

- Letter of interest
- CV
- Contributions to Diversity, Equity, and Inclusion statement
- Names of three references (references will be contacted only after notice to the candidate)

For full consideration, application materials should be submitted by May 13, 2022. The position will remain open until filled.