

UCCS Director

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UC Center Sacramento

Director

Established in 2003 as a system-wide unit of the University of California Office of the President (UCOP), the University of California Center Sacramento (UCCS) contributes to the University's mission of teaching, research and public service through an integrated program providing training in critical public policy issues and supporting the University's land-grant mandate to assist state government. Administered through UC Davis with support from UCOP, the Center is located within walking distance of the state capitol in Sacramento. To date, UCCS has taught more than 1000 "scholar-interns," representing all 10 University of California campuses. The Center also carries on a program of policy engagement aimed at making the University's expertise available to the state policy process.

The Director of the University of California Center Sacramento (UCCS) is responsible for the management and operation of the Center; supervision of staff; oversight of the academic program for the Center (including the Director's own teaching in the program), collaboration with campuses on academic programming and faculty hiring, coordination of the UCCS Administrative Council, engaging in fundraising for the Center, promoting public activities in the Center on behalf of UC as well as private and governmental groups, and interacting with agencies and the local community to sustain and further UCCS programs and--in collaboration with UC State Governmental Relations--UC goals more generally. Furthermore, the Director is responsible for developing, maintaining and communicating with the UCCS alumni association.

UCCS is a system-wide program available to students and faculty across the UC system that offers:

- instruction in public policy and public affairs journalism to undergraduate, graduate and professional-school students;
- internships in the California Legislature and executive branch; with agencies, boards, commissions and organizations that make or seek to support sound public policy; and with media organizations that cover state government; and,
- opportunities for UC faculty to teach, conduct research, and share their work with policymakers as well as the larger Sacramento policy community.

The Director reports to both UCOP and the UC Davis campus administration and will be in residence in the Sacramento area. Additionally, the Center director collaborates and consults with the UC Office of State Governmental Relations, as appropriate.

The Director is responsible for providing overall direction, supervision and vision for three inter-related components making up the UCCS program:

1. The *Public Policy Seminar and Internship Program*, a for-credit internship related to the state public policy process in Sacramento.

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2. The *Public Policy Engagement Program*, a diverse set of seminars, lectures, workshops, conferences and other activities that showcase policy-relevant faculty expertise from across the University system for a Sacramento audience.
3. The *Public Policy Research Program*, a locus for collaborative policy research efforts among the campuses; and a conduit for making that research available to state policymakers.

The core of the academic program is the undergraduate experience, which includes a rich combination of academic/research courses, skills courses, and experiential learning through internships in a wide range of governmental organizations. The Director must bring to the position a deep sense of responsibility for the welfare of the undergraduates along with an excitement for the academic opportunities that UCCS offers students. Because recruitment of students and the academic program depends on the participation of the nine UC campuses with undergraduate programs, the Director must be adept at working with different constituencies and representing the overall interests of UCCS to different groups.

Because internships and experiential learning are fundamental to the UCCS student experience, the Director is expected to engage actively with public life in Sacramento. With the assistance of UCCS staff, the Director coordinates the use of the Center's conference meeting space within the building and plays an essential role in attracting and coordinating conferences and events at UCCS to further the mission of the University and enhance academic life at the Center.

In partnership with the campuses, outreach is aimed at UC alumni in the wider Sacramento area and at alumni of UCCS itself, with the goal of raising funds to sustain and enhance the academic experience of UCCS. The Director must be an effective manager, capable of exercising authority over a range of complex functions essential to the operation of the Center space and program.

The Director must be a tenured faculty member on a UC campus, with experience and commitment to undergraduate education and student welfare, and willing to take up residence in the Sacramento area while serving as director. Ideally, the candidate will have experience in running an academic program or department within UC and knowledge of the policies and practices of UC and the Academic Senate. Involvement in a multi-campus program or experience in collaborating with multiple UC campuses would be desirable, and the candidate must demonstrate an ability to work with different groups and achieve consensus on difficult issues.

Candidates should demonstrate the following competencies:

1. Management
  - Good business acumen.
  - Ability to work with and lead skilled staff.
  - Ability to recognize and solve problems of varied kinds quickly and effectively.

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- Experience/ability to work collaboratively with the Office of the President and advisory and governing boards that oversee academic programs, financial matters and governance.
  - Leadership skills and administrative experience, including program management, designing and/or managing curricular programs, overseeing a program budget, managing facilities, and dealing with student welfare issues.
  - Ability to provide leadership and direction for UCCS operations including the academic program, public policy research program and public engagement efforts.
  - Ability to bridge organizational cultures at a detailed level.
2. Academic Leadership
- Passion for undergraduate teaching, commitment to a balance between core research and experiential learning for a broad spectrum of majors.
  - Multi-campus program experience in the UC system, in particular with collaborative programs in a decentralized academic environment.
  - Familiarity with UC policies and practices with respect to program development, faculty hiring and assessment.
  - Ability to build strong relationships with and between UCCS faculty, staff and students.
  - A commitment to program development and to exploring ways to broaden undergraduate participation in UCCS.
  - Ability to develop a vision for UCCS and create a strategic plan, in partnership with the UCCS Administrative Advisory Council or other advisory groups established to further the vision and maintain an effective set of programs at the Center.
3. Outreach
- Strong communications skills with diverse constituencies and an ability to advocate on behalf of UCCS in coordination with State Governmental Relations.
  - Ability to serve as the public face of UCCS and foster a sense of community with alumni, other UC and external audiences, as well as with UCCS students.
  - Ability to forge strong connections between UCCS and experts and professional organizations in the Sacramento area.
  - Willingness and ability to fundraise for UCCS.
  - Commitment to stronger ties between the program and the campuses and to recruitment of students in all disciplines, particularly in science, arts and humanities.
  - Dedication to strategic partnerships with State Governmental Relations (UC SGR) along with other UC programs and non-UC institutions of higher education.

This position is part time, academic year, and the appointment will range from 50% to 75%, depending on the candidate's other UC responsibilities. Some support is also available for duties during the summer session. The appointment is for a three to five year renewable term. To submit an application please log into the UCOP job page at:

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<https://jobs.ucop.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1420588326471> . Applicants are asked to submit a letter of application expressing their interest in the position, a CV, and a list of three persons who can speak to their qualifications. Questions about the position should be directed to Interim Assistant Executive Vice Chancellor Robert Loessberg-Zahl (rjloessb@ucdavis.edu) or Vice Provost Susan Carlson ([susan.carlson@ucop.edu](mailto:susan.carlson@ucop.edu)). For full consideration, application materials should be submitted by February 15, 2015.