

Director - Masters of Arts Program - Department of
Statistics
University of California Berkeley

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Posted Aug. 26, 2025, set to expire Sep. 30, 2025

Job Title	Director - Masters of Arts Program - Department of Statistics
Department	Statistics
Institution	University of California Berkeley Berkeley, California
Date Posted	Aug. 26, 2025
Application Deadline	09/30/2025
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Statistics & Actuarial Science
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Job Description

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Director - Masters of Arts Program - Department of Statistics

Position overview

Salary range: The UC academic salary scales set the minimum pay determined by step at appointment. See the following table(s) for the current salary scale(s) for this position:

https://www.ucop.edu/academic-personnel-programs/_files/2025-26/policy-covered-july-2025-scales/t36-i.pdf. A reasonable estimate for this position is \$64,228 - \$122,272 (full-time annual salary)

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rate)

Percent time: 100%

Anticipated start: Fall 2025

Position duration: 12 month contract appointment with the possibility of an extension based on performance and continuation of appropriate funding.

Application Window

Open date: August 22, 2025

Next review date: Saturday, Sep 6, 2025 at 11:59pm (Pacific Time)

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

Final date: Tuesday, Sep 30, 2025 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 Statistics Department, in the College of Computing, Data Science, and Society (CDSS), was originally established in 1938 as the first center in the country for statistical research. Since its inception, graduates and faculty of Berkeley have shaped the foundations of statistics. The department continues to be recognized as one of the preeminent centers for Probability and Statistics in the world.

This position reports to the Department Chair. In consultation with the Department Manager and working closely with the Master's Program Advisor, the Director develops and directs the Professional Master's of Arts program, engaging with students, faculty and external stakeholders.

The Director will be responsible for ensuring that the MA program achieves its academic mission and prepares and places graduates in competitive industry positions. The Director provides strategic leadership and direction for the program, ensuring alignment with academic and industry standards and delivery of a high-quality student experience. The Director will lead daily operations and manage long-term planning. The Director, along with the staff Master's Advisor, will foster a strong sense of community by engaging with students to nurture their academic and professional success. The incumbent will communicate with potential collaborators; implement program activities and develop policy recommendations for revising and improving the program. Under the guidance of the

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Department Manager, the Director will manage existing program resources.

Responsibilities include:

- Hold office hours to provide career advice, professional counseling and mentoring
- Collaborate with internal and external stakeholders, including faculty and industry, to align program goals with broader objectives
- Lead recruitment efforts with assistance from staff Master's advisor.
- Develop programs to promote professional development (e.g., weekly MA Student Seminar)
- Collaborate with Faculty Master's Committee Chair to ensure curriculum is current
- Lead Summer Prep activities, including running workshops
- Assist with recruiting and hiring instructors for courses and prep program
- Document and communicate program outcomes, including required reporting to UCOP and Regents
- Coordinate with relevant MA programs in CDSS including the 5th Year Master's Programs and Discovery Program
- Assist with Admissions, working closely with the faculty and staff Master's Program Advisors
- Recruitment Travel within the US
- Advise Department Manager on program marketing strategies.

Qualifications

Basic qualifications (required at time of application)

Master's or equivalent international degree or enrolled in a Master's or equivalent international degree granting program.

Additional qualifications (required at time of start)

Master's degree in Statistics, Data Science and/or a related field

Preferred qualifications

- Ph.D. in Statistics and/or a related field
- Technical leader with a high degree of knowledge of and experience in statistics and data science
- Industry experience is highly preferred
- Familiar with industry and other employment opportunities in Statistics
- Excellent oral and written communication skills
- Strong administrative skills including detail-orientation and organizational skills
- Flexible and adaptable in managing time and juggling multiple responsibilities

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- Two or more years of University or College teaching experience, ideally in intensive data science and/or statistics programs over a short period of time.
- One or more years of educational program management, outreach, and curriculum development.
- Familiarity with UC Berkeley and the Department of Statistics, as well as university specific tools and processes.

Application Requirements

Document requirements

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter

Reference requirements

- 3 required (contact information only)

Apply link: <https://aprecruit.berkeley.edu/JPF05089>

Help contact: jspitzer@berkeley.edu

About UC Berkeley

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](#).

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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.

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](#)

Job location
Berkeley, CA

To apply, visit <https://aprecruit.berkeley.edu/JPF05089>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

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Contact

N/A

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