

Academic Administrator V Job Search 2024-2025

Application Window:

Open Date: September 5, 2024

Review Date: October 5, 2024

Position Overview:

Position Title: Academic Administrator V

Working Title: Policy and Legal Research Project Director

Salary Range: \$103,422 - \$130,951

The UCLA Labor Center invites applicants for an Academic Administrator (Step V) position to begin November 1, 2024. The ideal candidate will oversee and coordinate the UCLA Labor Center's policy and legal research projects. This project director will conduct timely, significant research, policy analysis and legal analysis on labor and workplace issues with a focus on workers in low-wage industries, develop and teach graduate and undergraduate courses in the field of labor studies at UCLA, and develop and conduct educational programs with university faculty, staff, and students, in partnership with labor leaders, worker centers, union members, and workers.

This position will be responsible for four broad areas: research, academic program development, labor education, grant writing, and supervision. We are especially eager to consider candidates who contribute to diversity and inclusion at UCLA and the communities we serve.

Position Description:

The Policy and Legal Research Project Director will report to the Labor Center's Director. Responsibilities are divided into the following activities:

1. Research

- a. Conduct research and publish on significant and timely labor, workplace, low-wage work industries, and labor policy issues
- b. Present research at academic conferences and before labor and community constituents

- c. Organize educational events with scholars, students, labor and community groups, and policymakers
- d. Promote labor, employment, and low-wage industry research within the university

2. Academic Program Development

- a. Develop and expand the UCLA Labor Studies program
- b. Develop, plan, and teach courses for the UCLA Labor Studies program
- c. Supervise Graduate Student Researchers and their research projects
- d. Administer student internships and service-learning programs
- e. Develop creative university and labor partnerships on workplace issues with a focus on low-wage industries

3. Labor Education

- a. Develop partnerships between university, labor, worker centers and community groups to address timely issues impacting labor, workplace, and workers in low-wage industries
- b. Develop labor education and policy/legal analysis initiatives in the state of California
- c. Launch innovative educational programs for unions and workers throughout the state
- d. Convene educational conferences, workshops, and leadership development trainings for university faculty, staff, and students, labor leaders, worker centers, union members, and other workers
- e. Provide strategic planning support, policy analysis, and technical assistance for policy makers, government officials, unions, worker centers, community groups and other key stakeholders

4. Grant Writing

- a. Research and apply for contracts and grants to support the center's research, teaching, and community service activities, with a focus on labor, worker centers and workers in low-wage industries

- b. Write grant proposals and reports
- c. Develop collaborative projects with labor, worker centers and community organizations to secure funding for the Center

5. Supervision

- a. Serve on the steering committee of the UCLA Labor Center
- b. Supervise a full-time employee
- c. This responsibility includes working with supervisee in developing and implementing work plans, overseeing work assignments, and conducting performance evaluations
- d. This responsibility also includes making recommendations with regard to hiring, merit increases and promotions, and disciplinary actions including discharge.

Basic Qualifications:

- Top degree in a discipline relevant to labor studies, labor education, or labor relations
- Experience teaching at the undergraduate and graduate levels
- Experience organizing public programs

Application Requirements:

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter
- Statement of Research
- Statement of Teaching
- Statement on Contributions to Equity, Diversity, and Inclusion - An EDI Statement describes a faculty candidate's past, present, and future (planned) contributions to equity, diversity, and inclusion.

Reference requirements:

- 3 required; 2 optional (contact information only)

Campus Information:

As a condition of employment, you will be required to comply with the University of California Policy on Vaccination Programs, as may be amended or revised from time to

time. Federal, state, or local public health directives may impose additional requirements. As updates are made to the Policy, they will be reflected in the UCLA Conditions of Employment.

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.

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, age or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy, see: UC Nondiscrimination & Affirmative Action Policy.