



Salary and Benefits

PLEASE NOTE: The starting salary placement depends on qualifications and experience and is anticipated to be in the range of \$166,800 per year to \$193,200 per year.

Cal State East Bay offers a broad range of benefits that includes medical, dental, vision, retirement (CalPERS), 401k, 457, 403(b), dependent and health care reimbursement accounts, life insurance, vacation and sick, 14 paid holidays, one personal holiday and tuition fee waiver. For more information on the benefits program, please visit [our benefits website](#). The [CSU Total Compensation Calculator](#) demonstrates the significance of our benefits package.

This position **may** be eligible to participate in the Cal State East Bay hybrid telecommute program subject to management approval.

Classification

Administrator III

About Cal State East Bay

Cal State East Bay's beautiful main campus is located in the Hayward hills with panoramic views of the San Francisco Bay shoreline. Situated above the city of Hayward, the campus offers an ideal setting for teaching and learning and yet easy access to the many cities along the bay. The University has a satellite campus in Concord, a professional development center in Oakland and a significant presence online. Founded in 1957, Cal State East Bay is one of 23 universities of the California State University system (CSU). Cal State East Bay is recognized as a regionally engaged and globally oriented university with a strong commitment to academic innovation, student success, engaged and service learning, diversity, and sustainability.

About the Position

The Associate Vice President (AVP) for University Extension and International Programs is a member of the Provost's academic leadership team and serves as the chief administrative officer and spokesperson for University Extension. In this capacity, the AVP acts as a vital link between the University and community leaders, identifying and supporting emerging workforce needs within the East Bay region of California and the broader global environment.

The combined leadership of University Extension and International Programs reflects their shared emphasis on market-responsive programming, global engagement, and externally facing partnerships that expand access to education beyond the traditional state-supported curriculum.

The AVP represents University Extension in developing partnerships with regional and international entities and initiatives and coordinates the development and evaluation of instructional program offerings and student support systems. In addition, the AVP oversees international programs, including inbound degree-seeking and certificate-seeking international students, as well as global exchange programs for domestic students.

The AVP also serves as an advocate for the diverse needs of University Extension at both the University and CSU Systemwide levels. As a University administrative officer, the AVP performs these and other duties as assigned by the Provost/Vice President for Academic Affairs and the President.

California State University, East Bay has retained Isaacson, Miller, a national executive search firm, to assist in this search.

Application, Inquiries, and Nominations

Screening of complete applications will begin immediately and continue until the completion of the search process. Inquiries, nominations, and referrals should be sent via the Isaacson, Miller website for the search: <https://www.imsearch.com/open-searches/california-state-university-east-bay/associate-vice-president-university-extension>

Complete applications (resume, cover letter) must be submitted through the CSU East Bay's Page Up application portal:

<https://careers.pageuppeople.com/873/eb/en-us/job/554738/associate-vice-president-university-extension-international-programs>

Responsibilities

Leadership and Strategic Direction

- Provide overall leadership as the chief academic and administrative officer for University Extension and International Programs, strengthening the University's role in regional workforce development and global engagement while ensuring alignment with institutional priorities.
- Develop and implement strategic initiatives that expand the reach, reputation, and financial strength of University Extension and International Programs through innovative programming, industry partnerships, and high-quality student experiences.
- Work closely with academic deans, department chairs, and faculty to translate workforce intelligence into academic opportunities and to integrate Extension priorities into institutional planning and decision making.
- Promote an agile, market-responsive approach that accelerates decision making, shortens time to market for new offerings, and positions the University as a leader in talent development for the East Bay.

Program Development and Innovation

- Oversee the development and expansion of degree programs, certificate programs, and short courses that support regional workforce needs.
- Advance flexible delivery modalities, including in-person, online, and hybrid programs offered on campus, offsite, or at partner organizations, with a focus on serving working professionals.
- Lead efforts to expand non-degree offerings and B2B contract education with local employers, ensuring programs are innovative, cutting-edge, and aligned with emerging workforce and community needs.
- Ensure that all instructional programs are evaluated and assessed regularly to confirm that student and participant learning outcomes meet or exceed expectations.
- Develop new programs that advance the mission and strategic goals of the University while expanding the breadth of University Extension activities.

International Programs

- International Programs represent a core portfolio focused on global enrollment strategy, regulatory compliance, and international partnership development.
- Provide leadership to expand international student enrollment and ensure the successful support and integration of matriculated international students.
- Promote diversification of international student home countries while maintaining full compliance with all federal, state, and institutional regulations governing international education.

Financial Management

- Provide strategic and accountable financial leadership for University Extension and International Programs by developing and managing the annual budget with transparency and discipline, aligning resources with strategic priorities, and ensuring long-term fiscal sustainability as a self-support unit.
- Strengthen Extension's financial position through responsible revenue growth, partnership development, and operational efficiency while modeling data-informed decision making and stewardship of university resources.
- Lead efforts to secure external funds through gifts, grants, and contracts that enhance and expand University Extension activities.
- Ensure that financial models support access, affordability, and high-quality student services while sustaining the cost structures required for innovative, market-responsive academic programming.

Community and External Relations

- Cultivate, develop, and sustain partnerships with local employers, community organizations, and industry leaders to strengthen the University's role in regional workforce development and enhance the visibility and impact of University Extension.

- Act as a key spokesperson for University Extension, promoting programs and initiatives to internal and external audiences.

Human Resource Management

- Provide leadership and oversight for all personnel within University Extension and International Programs.
- Develop and maintain a strong pool of qualified adjunct and practitioner instructors to support enrollment growth and program scalability, while welcoming and prioritizing the participation of campus faculty whenever feasible.
- Coordinate and supervise the administrative duties of the Associate AVP, program directors, and staff.
- Make independent recommendations on appointments, promotions, and professional development opportunities.
- Foster an inclusive and supportive work environment that encourages staff growth, collaboration, and excellence.

Required Qualifications

Knowledge, Skills, and Abilities

- Demonstrated leadership in academic and community affairs and ability to develop and maintain good working relations with faculty and administrators in a variety of disciplines and operational areas.
- Understanding of data relevant to decision making in a University Extension organization.
- Demonstrated experience aligning labor-market demand, workforce projections, and employer needs with the design, launch, and evaluation of self-support academic and professional programs.
- Demonstrated commitment to shared governance in an educational or similar organization.
- Knowledge of pedagogical processes and curricular design, particularly as they relate to adult learners, professional education, and alternative instructional modalities.
- Strong written, oral, and interpersonal communication skills.
- Understanding of and willingness to support the self-support goals of the University Extension.
- Ability to foster regional partnerships among the academic community, and other stakeholders.
- Demonstrated commitment to performance management and professional development of staff/administrators.
- Strong entrepreneurial skills in developing and implementing innovative delivery systems and educational programs, including those offered through distance and distributed learning environments.
- Understanding of the regulatory, academic, and governance boundaries between self-support and state-supported programs, including respect for departmental curricular autonomy and shared governance processes through established academic policies and processes.

Education and Experience

- Master's degree from an accredited university.
- Experience developing and operating self-support, off-campus centers.
- Track record in leading new program development.
- Recent and demonstrated commitment to working in multi-culturally diverse environments.
- Five (5) years of administrative experience in leadership capacities in large complex organizations.
- Eight (8) years of successful experience developing high revenue generating programs.
- Experience with planning, budget, management, and supervision.
- Experience negotiating contracts with various constituents such as local, regional, and international agencies.

Preferred Skills and Knowledge

- Doctorate degree from an accredited university.
- Ten (10) years of administrative experience in leadership capacities in large complex organizations.

Condition(s) of Employment

Satisfactory completion of a background check (including LiveScan, as appropriate), that may include, but is not limited to: criminal records check, verification of academic credentials, licenses, certificates, credit history, professional references, and/or verification of work history is required for employment. Cal State East Bay will issue a conditional offer of employment to the selected candidate, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Unsatisfactory results may also affect the continued employment of current Cal State East Bay employees who were conditionally offered the position.

All background checks are conducted through the university's third party vendor, Accurate. LiveScan is conducted through the University Police Department.

EEO Statement

All university programs and activities are open and available to all regardless of race, sex, color, ethnicity, or national origin. Consistent with California law and federal civil rights laws, Cal State, East Bay provides equal opportunity in education and employment without unlawful discrimination or preferential treatment based on race, sex, color, ethnicity, or national origin. Our commitment to equal opportunity means ensuring that every student and employee has access to the resources and support they need to thrive and succeed in a university environment and in their communities. The CSU complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, the California Equity in Higher Education Act, California's Proposition 209

(Art. I, Section 31 of the California Constitution), other applicable state and federal anti-discrimination laws, and CSU's Nondiscrimination Policy. We prohibit discriminatory preferential treatment, segregation based on race or any other protected status, and all forms of discrimination, harassment, and retaliation in all university programs, policies, and practices.

Other Information

All California State University campuses, including Cal State East Bay, are smoke and tobacco-free. For more information, please visit our website [here](#).

In compliance with state and federal crime awareness and campus security legislation, including The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the Cal State East Bay Annual Campus Security Report is available [here](#).

At Cal State East Bay, the following nine competencies have been identified as valued leadership qualities: Communication, Cooperation, Delegation, Empathy, Feedback, Innovation, Leadership Presence, Passion, and Strategic Ability. While we may not expect our managers to exhibit all of these competencies, we do expect them to aspire to develop them. As part of the annual evaluation review process, the Associate Vice President for University Extension and International Programs will be evaluated on each.

Sponsorship

Cal State East Bay is not a sponsoring agency for Staff or Management positions and we are not an E-Verify employer.

Mandated Reporter

The incumbent in this position may be considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and will be required to comply with requirements set forth in the CSU Executive Order 1083 as a condition of employment.

This document has been prepared based on the information provided by California State University, East Bay. The material presented in this leadership profile should be relied on for informational purposes only. While every effort has been made to ensure the accuracy of this information, the original source documents and information provided by California State University, East Bay would supersede any conflicting information in this document.