

Executive Assistant to the Dean (7384U) - 63514
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=228767>

Downloaded On: May. 9, 2024 3:24pm

Posted Jan. 12, 2024, set to expire Jun. 30, 2024

Job Title	Executive Assistant to the Dean (7384U) - 63514
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 12, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/4928529

Apply By Email

Job Description

Image not found or type unknown



Executive Assistant to the Dean (7384U) - 63514

About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and

Executive Assistant to the Dean (7384U) - 63514 University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=228767>

Downloaded On: May. 9, 2024 3:24pm

Posted Jan. 12, 2024, set to expire Jun. 30, 2024

commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

The Berkeley School of Education is a professional school that offers doctoral degrees with 4 concentrations, master's degrees, master's/credential programs, and an undergraduate degree. The school enrolls slightly under 300 graduates and about 300 undergraduates annually. Including visitors, the staffing headcount total about 500. In addition to research, the school is highly visible in its international, national, state-wide and local outreach, professional development, and enrichment programs.

Position Summary

The Graduate School of Education (GSE) is a complex academic unit whose mission is to provide leadership in advancing the theoretical base of education, analyze the complex social environments of education, and promote the improvement of educational practice.

The school hosts a cadre of faculty that comprises cognitive scientists, linguists, psychologists, mathematicians, statisticians, economists, computer scientists, historians, physicists, anthropologists,

Executive Assistant to the Dean (7384U) - 63514
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=228767>

Downloaded On: May. 9, 2024 3:24pm

Posted Jan. 12, 2024, set to expire Jun. 30, 2024

sociologists, policy analysts, and philosophers bringing their disciplines together to serve as educational leaders who offer academic excellence in (a) the graduate preparation of professional educators for selected entry level and advanced positions, (b) the preparation of doctoral level researchers and scholars, and (c) the creation of an innovative exemplar undergraduate program that opens the field of education for exploration by hundreds of students.

The Office of the Dean supports the Dean's leadership as Chief Executive Officer of UC Berkeley's Graduate School of Education by providing administrative, organizational, communications support, and strategy development and services, to advance the Dean's vision, core values, goals and objectives. The EA3 position serves as the principal communication between the GSE Dean and faculty, staff, students and other constituencies. This position provides comprehensive, confidential, professional support to the Dean, including the coordination of communications and administrative processes in the executive office and among senior management staff. The EA3 performs and/or oversees special projects or assignments that are sensitive or complex in nature, requiring a high level of independence and initiative in execution and implementation. The EA3 performs a variety of analytical duties in support of the Dean; prepares the Dean's daily briefings; assists the Dean and/or Associate Dean for Academic Affairs in preparing, drafting, editing, and modifying documents; responds to inquiries from faculty, staff, students, and the public on behalf of the Dean regarding GSE operations, policies, and procedures and managing/coordinating internal and external correspondence. The incumbent also contributes to and provides support for administrative operations including school-wide/program reviews, reports, graduate student financial data, and serves as safety officer and back-up building coordinator.

Application Review Date

The First Review Date for this job is: 01/24/2024.

Responsibilities

- Using discretion and diplomacy, responds to routine & non-routine inquiries regarding department and campus operations, policies and procedures.
- Forwards situations and issues presented by staff, faculty and external constituents to appropriate staff members for resolution.
- Makes high-level contacts of a sensitive nature internally and externally requiring a high degree of discretion and diplomacy and time sensitivity.
- Understands the program goals and priorities of the executive, in order to prioritize issues according to urgency and to allocate the executive's time for scheduled events and meetings
- Provides administrative and technical assistance on special projects as assigned by Dean and

Executive Assistant to the Dean (7384U) - 63514 University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=228767>

Downloaded On: May. 9, 2024 3:24pm

Posted Jan. 12, 2024, set to expire Jun. 30, 2024

Assistant Dean; researches, gathers data, compiles and summarizes issues, policies and topics; reaches out internally and externally to obtain background, briefing, and meeting materials; assists in preparing, editing and modifying documents including research reports, manuscripts, presentations, and proposals; prepares, edits, modifies briefings.

- Participates in the development and implementation of efficient and effective systems for managing information, projects, and communication to ensure accurate and timely responses; functions as a gatekeeper to assure prioritization of the Dean's time.
- Responds to a wide variety of inquiries from faculty, staff and students.
- Uses multiple computer applications to support key administrative functions.
- Manages the Dean's task list and follow up activities to assure timely completion of projects.
- Has primary responsibility for managing and scheduling the Dean's calendar.
- Prioritizes the Dean's time, triaging critical situations as they occur.
- Collects and prepares information for use in discussions and meetings.
- Assures accurate and frequent communication between the Dean, Associate Dean and Assistant Deans to assist with project management.
- Records minutes or notes of meetings as required.
- Handles the details of a variety of matters on behalf of the Dean.
- Drafts briefing documents for the Dean as well as correspondence and other general communications.
- Develops and manages a database of contacts, initiatives and assignments; assists with copying, mailing, and filing.
- Collect, organize and maintain data for short- and long-range planning initiatives.
- On behalf of the Dean, plans and directs complex events, symposia, receptions and forums programs.
- Establishes location, negotiates contracts for catering, set-up, equipment, transportation, and other logistics.
- Serve as backup Building Coordinator.
- Participates in professional development.

Required Qualifications

- Familiarity with the organization's processes, protocols and procedures.
- Knowledge of federal regulations such as FERPA.
- Thorough knowledge of and/or can quickly learn common organization-specific and other computer application programs.
- Solid analytical/problem-solving skills.
- Political acumen and sensitivities to the differing perspectives and political circumstances within

Executive Assistant to the Dean (7384U) - 63514
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=228767>

Downloaded On: May. 9, 2024 3:24pm

Posted Jan. 12, 2024, set to expire Jun. 30, 2024

- all levels of the organization as well as the Office of the President and external constituencies.
- Strong service orientation and the ability to work proactively as part of a team.
 - Demonstrated interpersonal skills sufficient to communicate effectively with staff, faculty, students, alumni/donors, distinguished visitors, government officials, and external constituencies, both verbally and in writing.
 - Excellent written and oral communication skills, sufficient to represent the Dean and the School with the greater campus community
 - Ability to meet deadlines and to respond to questions in a timely manner.
 - Comfort and experience working in a high-pressure, fast-paced environment.
 - Must demonstrate ability to write and edit well.
 - Ability to multi-task with demanding timeframes.
 - Ability to work successfully with a team and under own initiative.
 - Ability to use high-level discretion and maintain a high level of confidentiality.
 - Diplomacy, professional appearance and demeanor, and excellent attendance.
 - Available for some evening and weekend activities.
 - Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Project Management Training.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and

Executive Assistant to the Dean (7384U) - 63514
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=228767>

Downloaded On: May. 9, 2024 3:24pm

Posted Jan. 12, 2024, set to expire Jun. 30, 2024

experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$64,400.00 - \$112,800.00.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Equal Employment Opportunity

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, or protected veteran status. For more information about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

Executive Assistant to the Dean (7384U) - 63514
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=228767>

Downloaded On: May. 9, 2024 3:24pm

Posted Jan. 12, 2024, set to expire Jun. 30, 2024

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

Contact Information

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

Contact

N/A

University of California, Berkeley

,