

Administrative Assistant, The Henderson Center (4722C),
Berkeley Law - 64333
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=230482>

Downloaded On: May. 9, 2024 12:58am

Posted Feb. 9, 2024, set to expire Jun. 30, 2024

Job Title	Administrative Assistant, The Henderson Center (4722C), Berkeley Law - 64333
Department	The Henderson Center
Institution	University of California, Berkeley Berkeley, California
Date Posted	Feb. 9, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
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Job Description

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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

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transformative opportunity it provides to a large and diverse student body; its public mission and 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

UC Berkeley's School of Law is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. The law school is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national and global import. Currently ranked among the top law schools in the country, the School of Law has ambitious development goals as it looks to continue producing leaders in law, government, and society.

The Thelton E. Henderson Center for Social Justice (HCSJ) is the heart of U.C. Berkeley Law School's public mission. The intellectual hub of the law school's vibrant social justice community, The Henderson Center is a training and research center that prepares the next generation of public interest lawyers to meet the challenges of representing disadvantaged communities and produces innovative scholarship that combines theory and practice. By providing opportunities for scholars and activists to work together in developing workable solutions to our most pressing social problems, the Center provides a bridge between the academy and the community that is unique in our nation.

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The purpose of this position is to provide administrative support across various systems and programs to the Henderson Center in coordination with the Executive Director and, as necessary, the Events Coordinator/Events Specialist.

Application Review Date

The First Review Date for this job is: February 22, 2024

Responsibilities

Administrative Support:

- Under the supervision and the day-to-day direction of the Executive Director, provides a wide-range of administrative and clerical support in the areas of programs, events, website, and general Center support.
- Serves as the administrative point of contact and responds to general administrative and student inquiries on a daily basis, fielding email inquiries, providing general, nuanced, and moderately complex information about the Center, and its programs.
- Coordinates, schedules and calendars non-event activities such as podcasts, meetings, StoryCorp sessions, etc.
- Administers travel plans and processes related Expense reimbursements for the Executive Director.
- Orders and organizes supplies as necessary to maintain the office and our programs.
- Prepares Year-End Report in coordination with Executive Director.
- Engages in professional development and training opportunities as needed.
- Performs additional duties as assigned.

Communications:

- Prepares and sends weekly emails regarding social justice events on campus to the Henderson Center community and coordinates with the Public Interest Working Group to ensure emails are accurate.
- Updates and maintains the Henderson Center website and coordinates with Communications and other units as necessary to do this.
- Prepares correspondence on behalf of Executive Director.
- Ensures social media presence (in coordination with Events).

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Event Support:

- Assists Events Coordinator preparing and executing events as needed. Duties may include but not limited to:
- Administers the Thelton E. Henderson Racial Justice Fellowship, the Francine Diaz Memorial Award, the Race and Law Certificate, and the Public Interest and Social Justice Certificate:

Required Qualifications

- Thorough knowledge in administrative procedures and processes including word processing, spreadsheet and database applications.
- Requires excellent verbal and written communication skills, active listening, critical thinking, multi-task and time management skills.
- Excellent interpersonal skills and ability to interact diplomatically with diverse groups and vendors.
- Strong computer skills, including proficiency with MS Office, Google Suite and Adobe Photoshop. Ability to learn new computer programs and software systems.
- Excellent organizational skills and demonstrated ability to prioritize, exercise initiative and sound judgment while effectively executing multiple projects and meeting deadlines.
- Solid database experience.
- Strong attention to detail.
- Availability to attend occasional evening or weekend events.
- Strong customer service skills, with ability to form new relationships with ease.
- Ability to establish and maintain effective working relationships.
- Ability to lift up to 40 pounds and move or transport items as needed.
- Ability to use sound judgment in responding to issues and concerns.
- Ability to use discretion and maintain confidentiality.
- Must be able to adapt and adjust quickly to changes in a fast-paced environment.
- Demonstrated commitment to and understanding of diversity, equity, inclusion, and belonging (DEIB), and ability to apply and integrate core concepts of DEIB into everyday practice.
- Must be 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.
- Must demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community.

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Education/Training:

- High school diploma or equivalent experience/training.

Preferred Qualifications

- Knowledge and experience using social media.
- Interest in social justice issues and/or law.

Salary & 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 experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$31.15 (Step 5.0) - \$32.59 (Step 7.0).

- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is non-exempt and paid bi-weekly.

How to Apply

To apply, please submit your resume and cover letter.

Conviction History Background

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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.

Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

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.

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.

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Contact

N/A

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