

Administrative Officer 2 (7376U) Job
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=125516>

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Posted Jul. 11, 2019, removed Aug. 19, 2019

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| Job Title | Administrative Officer 2 (7376U) Job |
| Department | |
| Institution | University of California, Berkeley Berkeley, California |
| Date Posted | Jul. 11, 2019 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Research/Technical/Laboratory Human Resources Fiscal Services Administrative Support/Services |
| Apply Online Here | https://apptrkr.com/1529400 |

Apply By Email

Job Description

About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance—academic and artistic, political and cultural—make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at <http://jobs.berkeley.edu/why-berkeley.html>.

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Application Review Date

The First Review Date for this job is: 7/17/19

Departmental Overview

For 70 years, the Institute of Transportation Studies at the University of California, Berkeley, has been recognized as one of the world's leading centers for transportation research, education, and scholarship.

The Institute was created as an Organized Research Unit in 1948 by the California state legislature in response to the deferred maintenance of transportation facilities during World War II. Its mission was to conduct research and provide instruction to a new generation of transportation professionals.

Today ITS Berkeley is home to a large and diverse community of people who study all aspects of transportation—from technological advances to social and environmental consequences.

Many of our faculty and other researchers play leadership roles in industry and government.

More than 100 graduate students pursuing master's degrees and Ph.D.'s currently study here.

Nearly 100 graduates have gone on to university faculty positions.

Among the ITS faculty, four are members of the National Academy of Engineering, eight are editors or associate editors of leading scholarly journals, and several have chaired prestigious committees at the state, federal, and international level.

Under the direction of an Academic Program Management Officer who reports to faculty leadership and supervises a team of support staff, this position will support the activities of multiple industrial consortiums. The major duties entail planning and executing meetings and retreats, coordinating center logistics, office management, coordinating research activities with center leadership, PIs, and campus administration, and contributing to monitoring, analyzing and reporting on the performance of center activities. Administrative services includes activities interfacing with research administration, finance, human resources, facilities, procurement, public relations, communications, website updates, event management, travel and entertainment, and student services. General management includes providing input to long- and short-range strategic planning in determining the mission and directing all activities of multi-disciplinary departments.

Responsibilities

50% Plans and executes the Centers' research conferences, seminars, site visits, workshops, retreats and meetings. Reviews all terms and conditions with hotels and other vendors. Facilitates all reimbursement activity associated with hosting events and ensures compliance with all related UC entertainment requests. Operations work including travel planning, purchasing, desk space

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coordination, mailing list management, database management, human resources, reservations, calendaring, scheduling.

15% Coordinates and participates in a variety of human resources activities including employment, training, and classification and ensuring the completion of forms and documents related to HR and Payroll. Working closely with ERSO staff.

10% Gathers and analyses data to assist with financial planning including allocation for programmatic areas of science, education, knowledge transfer, outreach, diversity utilizing Center policy, and University and funding agency guidelines.

Gathers data for the preparation of complex Center budgets and financial reports with multiple sources of funding. Assists with the development of annual budgets in cooperation with the Executive and Faculty Directors.

Provides regular, useful management reports for the Center and communicate financial results and budgets regularly to the Faculty Directors and Executive Director.

Monitors and provides ongoing analysis of Center and faculty costs, prepares and summarizes data and ad hoc reports as requested by the Faculty Director and Industrial Board of Directors. Tracks and creates reports for cost centers.

5% Assess and recommends changes to Center fiscal policy and procedures.

Participates in the development of Center policy and processes, ensuring compliance with funding agency and University policies and procedures. Coordinates alumni relations and communications sent out on behalf of the Center. Liaison between UC Berkeley and sponsors.

5% Assists the faculty directors in identifying development opportunities and provides input into non-technical portions of grant and contract proposals. Review budgets for consistency throughout the center and ensure off campus fees are included. Coordinate with the technical staff to secure documentation for equipment acquisition in line with contract and grant guidelines.

5% May supervise student employees.

5% Participates in developing implementation plans for regular upgrades of the Center facilities, equipment and infrastructure to support our research activities within our financial budgets.

5% Other duties as assigned.

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Required Qualifications

- Working knowledge of financial analysis and reporting techniques, human resources policies and procedures for staff and academic employees.
- Knowledge of a variety of administrative operations activities such as events planning, basic fundraising processes, risk management planning, website design, accounting and payroll, and contracts and grants regulations and guidelines.
- Knowledge of common University-specific computer application programs.
- Interpersonal communication skills to include verbal and written, active listening, critical thinking, persuasiveness, advising and counseling skills.
- Strong skills in short term planning, analysis and problem-solving and customer service.
- Ability to communicate effectively with senior faculty and sponsors in addition to researchers and experts in related fields.
- A proactive mindset and ability to anticipate programmatic needs in a fast-paced, innovative setting.
- Accuracy, attention to detail, high degree of self-motivation and high work standards are essential.
- Strong oral and written communication skills required, including interpersonal skills in working with a diverse group of faculty and students.
- Excellent organizational skills and ability to manage multiple assignments within strict deadlines.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint) required. Web design skills highly recommended. Strong IT skills desired.
- Ability to work independently as well as in a dynamic team environment.

Preferred Qualifications

- Working knowledge of University rules and regulations, processes, protocols and procedures for budget, account and fund management, personnel management.
- Bachelors degree in related area and/or experience in university or nonprofit research lab environment strongly preferred.

Salary & Benefits

For information on the comprehensive benefits package offered by the University visit:

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

*The hourly salary range designated for this position: \$21.70 - \$31.00; however, starting salary will be commensurate with experience.

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

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Contact Information

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

Contact

N/A

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