

Office Manager, CSHE (7376U) - 27280 - 1235
University of California, Berkeley

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Posted Oct. 3, 2019, set to expire Jan. 30, 2020

Job Title	Office Manager, CSHE (7376U) - 27280 - 1235
Department	N/A
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 3, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/1644662
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Job Description	

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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

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position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at [\[url=https://apptrkr.com/get_redirect.php?id=1644662&targetURL=http://jobs.berkeley.edu/why-berkeley.html\]](https://apptrkr.com/get_redirect.php?id=1644662&targetURL=http://jobs.berkeley.edu/why-berkeley.html)<http://jobs.berkeley.edu/why-berkeley.html>.

Application Review Date

The First Review Date for this job is: July 30, 2019

Departmental Overview

Established in 1957, the Center for Studies in Higher Education (CSHE) is the first research institute in the United States devoted to the study of higher education. The Center's mission is to produce and support multi-disciplinary scholarly perspectives on strategic issues in higher education, conduct policy relevant research, promote the development of a community of scholars and policymakers engaged in policy oriented discussion, and continue the Center's public service role as a resource on higher education. CSHE brings to this discussion several distinct perspectives:

- * A national and international and comparative focus
- * A focus on higher education policy issues unique to California and its different tiers of education
- * A focus on the specific strategic issues important to the University of California

Center activities include research projects, seminars and conferences, and a visiting scholars program. The Center publications include the Research and Occasional Papers Series (ROPS), Center reports, and articles and books by CSHE affiliated researchers. The Center is the home of a number of special programs, including the Student Experience in the Research University Consortium, the Gardner Seminar for graduate students writing dissertations on higher education, the Clark Kerr Lectures on the Role of Higher Education in Society, and the CSHE Executive Leadership Academy.

For more information, please visit

[\[url=https://apptrkr.com/get_redirect.php?id=1644662&targetURL=https://cshe.berkeley.edu/\]](https://apptrkr.com/get_redirect.php?id=1644662&targetURL=https://cshe.berkeley.edu/)<https://cshe.berkeley.edu/>

Responsibilities

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Center Manager:

- * Oversees and ensures that daily academic and Center operations run smoothly for the unit.

Program/Project Management:

- * Manages the Center's Visiting Scholars Program, including actively reviewing and revising admissions procedures, fee structure, and program guidelines, and navigating visiting scholars through the application process; works closely with the Director on analyzing research project relevancy for the Center and selecting applicants.
- * Works closely with applicants and Berkeley International Office for visa issuance and compliance in an increasingly complicated, legalistic landscape with the Department of Homeland Security.
- * Manages the outreach, application process, and program management for the David P. Gardner Research Seminar on Higher Education, a year-long seminar for graduate students.
- * Supports Center revenue-generation efforts, including providing input into non-technical portions of grant and contract proposals, and supporting CSHE's fundraising goals.

Operations/HR Management:

- * Serves as unit liaison between the campus VSPA and Berkeley International Office (BIO) and the Berkeley Regional Services (BRS) HR staff. Works with BIO and BRS to coordinate the J-1 visa process, and comply with Visa requirements.
- * Provides visiting scholars with guidance on campus academic resources during their visit.
- * Serves as general Human Resources liaison, working with BRS-HR to hire student employees, graduate student researchers, and other staff or academic employees as directed by Center leadership.
- * Hires, supervises, and trains CSHE's Administrative Assistant, and/or Events Specialist
- * Hires, trains, and supervises student assistants.

Facilities Management:

- * Serves as the Center's Facilities Manager and Safety Coordinator.
- * Maintains the unit key/log control.
- * Serves as key operator for all CSHE equipment: copier, fax, scanners, projectors and laptops.
- * Manages work orders with other campus facilities for all maintenance and repair work.
- * Oversees CSHE's computer technical needs and the purchase of new computer equipment and

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software, working with CSS-IS&T, and the Goldman School's technical director.

Academic and Programmatic Oversight:

- * Leads coordination for public programming, including planning multi-day conferences, symposia, seminars, and on-going lecture series.
- * Duties include organizing program curriculum and developing marketing materials and publicity to promote the Center's programs and mission.
- * Independently plans, organizes and implements small and medium-sized programs such as symposia, conferences, seminars, advisory board meetings, receptions and banquets, and VIP briefings.
- * Consults with program sponsors on all details regarding programs; formulates program scope and develops and implements program budgets based on those discussions and available budget.
- * Develops and coordinates program invitation-only guest lists with senior faculty, UCOP personnel and dignitaries at a high level.
- * Identifies, plans, and organizes program locations and vendors, including initial research and final selection.
- * Plans itinerary and other logistical needs for VIP guests and program participants.
- * Oversees development of publicity for programs (announcements, invitations, seminar abstracts, etc.) and production and distribution of program information by operational support staff.
- * Oversees development and implementation of procedural guidelines for program coordination.
- * Ensures effective planning, coordination, and outcome for several larger and more complex programs, such as the Center's educational and training institutes for higher education leaders from around the world (ELA), and the Center's prestigious Clark Kerr Lecture Series, in which lectures are given to large audiences at multiple UC campuses by leading national scholars and practitioners on major issues facing higher education, and its role in society.
- * Manages complex registration process and consults with program sponsor regarding strategies for, and progress in, attainment of participation goals.
- * Determines and coordinates all staffing needs.
- * Mentors and oversees the work of operational support staff both on-site at the program and in the carrying out of pre-program tasks, such as selection of vendors; design and distribution of program publicity (e.g. brochures, flyers, programs, and email to the Center's list serve); and production of high quality program materials.
- * Contributes to and participates in long-range program planning for the Center. For example, analyzes post-event survey and other feedback from participants and presenters.
- * Leads coordination of efforts with a variety of external and internal contacts; researches organizational structures, policies and procedures and summarizes best practices in field.

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- * Researches and drafts complex proposals, briefings, executive summaries, and speeches for Center leadership.
- * Prepares, edits and modifies documents including research reports, manuscripts, presentations.
- * Provides editorial assistance for the Center's Research and Occasional Papers Series (ROPS), involving the editing and proofreading of papers.

Strategic Planning for the Center:

- * Carries out special projects, as needed in support of the Center Director's academic and operational activities.
- * In coordination with the Goldman School's dean and CAO, prepares directives, regulations and other instructions for issuance to Center staff and academic employees.
- * Coordinates implementation with units that cross organizational lines as needed.
- * Using subject matter knowledge, collects and prepares information for use in discussions and meetings of high-level management and external constituents.
- * Develops and implements efficient and effective systems for managing information, projects, and communications to ensure accurate and timely responses.
- * Provides analyses for complex, academic, data, systems and resource projects working directly with all levels of managers within the Center and campus-wide.
- * Participates in administrative policy and program planning and development for the Center.
- * In consultation with Center Director, develops proposals and recommendations to guide and support a broader strategic direction for the organization.
- * Other duties as assigned

Required Qualifications

- * Familiarity with campus processes, protocols and procedures.
- * Knowledge of federal regulations such as FERPA.
- * Demonstrated experience with contract and grant proposal preparation, and the drafting of Statements of Work; experience with grant budget preparation.
- * Analytical/problem solving skills sufficient to support strategic planning with Center leadership.
- * Political acumen and sensitivities to the differing perspectives, social and cultural norms, and political circumstances as they apply to the Center and its constituents.
- * Strong service orientation and ability to work proactively as part of a team.

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- * Excellent writing skills sufficient to represent Center leadership in email and business communications.
- * Ability to communicate effectively with all levels of staff, faculty, alumni/donors, distinguished visitors and government officials, students, and external constituencies, both verbally and in writing.
- * Ability to meet deadlines and to respond to questions in a timely and professional manner.
- * Comfort and experience working in a high-pressure, fast-paced environment.
- * Strong analytical and complex problem-solving skills.
- * Demonstrated experience in project management with conflicting deadlines.
- * Sophisticated interpersonal skills with a professional demeanor.
- * Ability to guide and coach Center visitors, sufficient to direct them to other campus and community resources.
- * Ability to multi-task with demanding time-frames.
- * Demonstrated ability to use high-level discretion and maintain a high level of confidentiality.
- * Ability to remain calm and maintain a professional demeanor at all times.
- * Ability to work occasional evenings and weekends.
- * Ability to use sound judgment in responding to issues and concerns, with a clear understanding of when issues should be referred to the Center leadership.
- * Demonstrated ability to learn campus-specific and other computer programs.
- * Occasional evening and weekend duties are required.

Education/Training:

- * Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- * Experience in an academic unit of a higher education institution strongly preferred.

Salary & Benefits

This position is a non-exempt, bi-weekly paid position. Hourly pay for this role is commensurate with experience.

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For information on the comprehensive benefits package offered by the University visit:
[url=https://apptrkr.com/get_redirect.php?id=1644662&targetURL=http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

How to Apply

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

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 see:

[url=https://apptrkr.com/get_redirect.php?id=1644662&targetURL=http://www.eeoc.gov/employers/upload/pos

For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get_redirect.php?id=1644662&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1644662]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H

Contact Information

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

Contact



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