

Executive Assistant - CS Chair (7376U) - EECS - 1637
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=130552>

Downloaded On: Dec. 16, 2019 8:18am

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

Job Title	Executive Assistant - CS Chair (7376U) - EECS - 1637
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	Classified Staff
Academic Field(s)	Administrative Support/Services
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Apply By Email

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 position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at

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[url=https://apptrkr.com/get_redirect.php?id=1645286&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: 9/24/19

Departmental Overview

The College of Engineering at UC Berkeley is recognized for its educational and research excellence, consistently ranking among the top three Engineering colleges in the United States. With more than 225+ regular faculty members, 2,100+ graduate students, and 3,600+ undergraduate students located in seven academic departments, Engineering is the second largest college on the Berkeley campus. Operating expenditures for the College as a whole are close to \$200 million annually.

EECS is the largest department on the UC campus consisting of over 130 faculty, adjunct, active emeriti and PIR appointments, 3,000+ undergraduates both in the College of Engineering and Letters and Sciences, 650+ graduate students, and 60+ staff members. The EECS mission is to provide high-quality instruction at all levels, prepare undergraduate and graduate students for leadership in the profession, perform high-impact research, and serve the campus, the State and the nation.

The Chairs' Executive Assistant represents the College of Engineering, EECS, its Chairs and its Director of Administration to the public, industrial contacts, potential donors, vendors, and other campus units, in terms of faculty relations and service to the Chairs. Failure of the incumbent to satisfactorily perform essential job tasks would directly impede the department's ability to meet its strategic objectives for its instructional and research mission, and for the leadership the Chairs provides to the faculty.

The position provides primary executive-level administrative support to Chair of the CS Division, who also serves as Chair or Associate Chair of Electrical Engineering and Computer Sciences, during his/her 4-year Chair term period, and to EECS Director of Administration. The CS Division Chair during his/her 4-year term period also serves as EECS Associate Chair for the first 2 years and as EECS Chair for the last 2 years. Serves as a primary contact on behalf of the Chair of the CS Division/EECS Chair or Associate Chair with campus administrators (i.e., COE Dean's Office, EVCP's Office, etc.), faculty, students, donors and special visitors. Responsibility for providing high executive level of support, and for directing inquiries to appropriate resources or contacts as needed, requires an understanding of the departmental goals and priorities, and a thorough understanding of EECS's unique structure, academic programs, policies workflow and communication demands.

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Responsibilities

75%

EECS Chairs' Inner Office Management: Develops and implements programs, events and/or communication strategies designed to inform external constituencies of institutional programs, activities, and practices. Responds to constituent inquiries.

- * Provide primary executive-level administrative, public relations, and communications support to the Department Chairs (CS Division) and EECS Director of Administration; Serves as a liaison and public relations representative with campus administrators, faculty, students, prospective students, parents, donors, special visitors, general public, and/or community representatives.
- * Consult with Chairs and Director of Administration to research various topics and gather relevant data to inform unit strategic plans, keeping management informed as necessary and providing input as required.
- * Responsible for writing, preparing and editing reports, proposals, correspondence, memos, Powerpoint presentations and/or slides, web pages, and other media to provide data on important and diverse departmental, College, and campus issues for the Chairs to make College/campus level presentations.
- * With minimum direction, performs a wide variety of assignments, involving design, liaison and implementation of various academic databases, including faculty committee memberships.
- * Coordinates the Chairs' calendar, contacts and inner office files.
- * Collect and disseminate departmental information for faculty and staff each semester; coordinate contents of Faculty Handouts with relevant offices contributing documentation (Student Affairs, Academic Personnel, etc.) and with those who manage EECS website content.
- * Interact on behalf of EECS with the support and research staff of the Engineering Research Support Organization (ERSO) matters.
- * Coordinate meetings and special events hosted by the Chairs and the Department, including weekly Monday faculty business meetings and retreats.

15%

Faculty Recruitment Management:

- * Oversee the candidate-visit phase of EECS faculty recruiting, representing the Chairs and faculty in direct contact with candidate recruits.
- * Manage and update departmental database or campus databases with necessary data on faculty

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applicants or on scheduled visits in order to facilitate application tracking, candidate data analysis and faculty review.

* Coordinate and manage logistics related to candidate visits (travel, lodging, talk presentations, A/V needs, interview meeting schedules with faculty/students, lunch/dinner meetings, reimbursements, etc.) working closely with CS Academic Personnel Analyst.

10% Projects and Special Needs:

Oversees and manages Department archives, history, publicity, data-tracking and analysis working closely with the Department's Communication Specialist. Create and maintain a variety of publicity materials in various media. Ensure recording of Departmental or other meetings, as well as distribution and archiving. Participates in the development and revision of standard operating procedures and guidelines.

Required Qualifications

- * Experience in serving as a liaison with the public for high profile organizations and/or high level executives.
- * Thorough knowledge of basic concepts, principles, and procedures of building and maintaining effective relations with internal and external constituencies.
- * Thorough knowledge of the campus, its mission, goals, objectives, programs, achievements, infrastructure, and issues of concern.
- * Requires an understanding of the Department's Student Affairs, Academic Personnel, Financial, and Program Development, Facilities, and other operating units; departmental goals and priorities; and a thorough understanding of EECS's unique structure, academic programs, policies, workflow and communication demands.
- * Thorough written, verbal, and interpersonal communications, tact and political acumen to effectively represent the department, College, and campus.
- * Thorough research, analytical and critical thinking skills, including sound judgment and decision-making skills and skill to correctly identify real and potential problems, advising management as required, and proposing effective strategic resolutions.
- * Skill in project management, including event planning, facilitation/collaboration, and meeting deadlines. Requires a high level of organizational, analytical, and time-management skills.
- * Demonstrated ability to maintain confidential information and act with discretion.
- * Demonstrated technical and applications skills (MS Office Suite [Powerpoint, Word, Excel], web publishing applications [e.g. Dreamweaver]).
- * Working knowledge of common campus-specific and other computer application programs.
- * Solid organizational skills and ability to multi-task with demanding timeframes.

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* Ability to use sound judgment in responding to issues and concerns.

Preferred Qualifications

* Bachelors degree in related area and/or equivalent experience/training.

Salary & Benefits

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

[url=https://apptrkr.com/get_redirect.php?id=1645286&targetURL=http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

*The hourly salary range designated for this position: \$24.14 - \$34.87; however, starting salary will be commensurate with experience.

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=1645286&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=1645286&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit



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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

University of California, Berkeley

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