

Administrative Assistant 3 (UC Center in Washington DC)  
1735 - 1735  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=130632>

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Posted Oct. 3, 2019, set to expire Jan. 31, 2020

<b>Job Title</b>	Administrative Assistant 3 (UC Center in Washington DC) 1735 - 1735
<b>Department</b>	
<b>Institution</b>	University of California Berkeley Washington,
<b>Date Posted</b>	Oct. 3, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administrative Support/Services
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**Job Description**

Administrative Assistant 3 (UC Center in Washington DC) 1735 - 1735  
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=1647154&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: 10/10/2019

#### Departmental Overview

The Forum for Collaborative Research, founded in 1997, is a public/private collaboration addressing cutting edge science and policy issues through a process of stakeholder engagement. The mission of the Forum is to facilitate collaborative research in drug development and health policy. The Forum's has a unique and complex structure that includes stakeholder partners such as patients/patient advocates, academia, governmental agencies, industry, insurers, professional societies and other relevant entities, whose collaborative activities the Forum coordinates in a neutral and independent space for ongoing, issue-specific deliberation. In addition, the Forum has an active educational program that includes academic year and summer student intern training, for-credit courses for UC Berkeley, UCSF and UC Davis students, training workshops for regulatory agency personnel and the academic and scientific communities and an online program being developed in partnership with leading universities in Mexico. The Forum offices are located at both the UC Berkeley campus and the UC in DC Campus in Washington, DC.

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[url=https://apptrkr.com/get\_redirect.php?id=1647154&targetURL=http://www.ucdc.edu]http://www.ucdc.edu

\*\*This position will be located on the UC in DC campus in Washington, DC.\*\*

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### Responsibilities

Involves managing and performing the administrative services of the Forum for Collaborative HIV Research, an academic unit within the School of Public Health located in Washington, DC.

### Key responsibilities include:

- \* Works closely with and under supervision of Program Manager to initiate, process and monitor all BearBuy interactions
- \* Works closely with Forum research staff and meeting logistics vendor to coordinate planning for Forum sponsored events onsite, within the US or internationally.
- \* Works closely with Executive Director to assist with scheduling and travel arrangements
- \* Monitors, enters and edits contacts in the Forum contact database, ensuring consistency and accuracy of information; recommends improvements to senior management
- \* Works with research staff to update/review/revise website to better communicate organization's mission, specific project information, Forum member updates and other information as needed; monitors website usage; recommends improvements as needed
- \* Posting and upkeep of the Forum's website  
[url=https://apptrkr.com/get\_redirect.php?id=1647154&targetURL=http://www.hivforum.org]www.hivforum.org
- \* Drafts, edits and reviews Forum updates with guidance from research staff; sends updates to Forum membership using mailchimp
- \* Determines need for general office equipment and supplies and makes request for re-supply.

### Required Qualifications

- \* Thorough knowledge in administrative procedures and processes including word processing, spreadsheet and database applications. Requires good verbal and written communication skills, active listening, critical thinking, multi-task and time management skills.
- \* Requires interpersonal and work leadership skills to provide guidance to other nonexempt personnel.
- \* Skill in managing sensitive and confidential information regarding bargaining unit issues.
- \* Excellent knowledge of Microsoft Office programs.
- \* Good verbal and written communication skills, active listening, critical thinking, multi-task, prioritization and time management skills.
- \* Strong interpersonal and work leadership skills



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#### Education/Training:

- \* High school diploma or equivalent experience

#### Preferred Qualifications

- \* Preferred: Experience with website editing, html, social media tools, etc.

#### Salary & Benefits

Hiring Range: \$22.08 - \$31.70 per hour. Includes full eligibility to UC benefits plan.  
For information on the comprehensive benefits package offered by the University visit:

[url=https://apptrkr.com/get\_redirect.php?id=1647154&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.

#### Other Information

- \* 100% FTE
- \* 2-year contract appointment
- \* This position will be located on the UC in DC campus in Washington, DC.

#### 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=1647154&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=1647154&targetURL=http://policy.ucop.edu/doc/4000376/Nondis



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To apply, visit

[url=https://apptrkr.com/1647154]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

N/A

University of California Berkeley

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