

Program Administrator (7376U) - 1684 - 1684
University of California Berkeley

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| Job Title | Program Administrator (7376U) - 1684 - 1684 |
| Department | International and Executive Programs |
| Institution | University of California Berkeley Berkeley, California |
| Date Posted | Oct. 4, 2019 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Administrative Support/Services |
| Apply Online Here | https://apptrkr.com/1648234 |

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 acceptanceacademic and artistic, political and culturalmake 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=1648234&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: October 2, 2019

Departmental Overview

International and Executive Programs (IEP) is part of the College of Natural Resources Dean's Office. IEP was established to develop programs to disseminate the tools necessary to address critical environmental and natural resource challenges facing the private and public sectors today. The incumbent will work to handle the full range of administrative services for IEP. One of the main functional activities of IEP is to develop and deliver professional training programs, including for example, the Beahrs environmental Leadership Program (BeahrsELP), a three-week intensive course for mid-career environmental professionals.

Responsibilities

This position involves managing and performing the administrative services and general operations of IEP. Administrative services includes activities in finance, human resources, IT, facilities, student services, events, visit logistics, etc. The incumbent will work as part of an integrated team of program staff and students to implement the mission of the unit and deliver multi-disciplinary programs.

Responsibilities include:

- * Administers a defined operational program or activities which includes the following functions: finance, facilities, payroll, space planning, student services, human resources, communications, informational technology, safety and the logistics of international and local delegations, programs and visits.
- * Provides comprehensive administrative and programmatic support for the multidisciplinary IEP: This includes program marketing, participant recruitment, admissions advising, logistical arrangements and event management, procurement, and grants/revenue management.
- * Provides administrative support to Assistant Dean on all program related activities.
- * Provides logistical support and event management for frequent visitors and delegations to IEP. Participates in the development and revision of standard operating procedures and guidelines.
- * Develops and maintains budgets.
- * Gathers and analyzes financial and other resource data.

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- * Prepares reports or analyses of operational activities, evaluation of current and proposed services, etc.
- * Functions as a resource on issues such as researching complex financial discrepancies, escalated customer service problems and vendor concerns.
- * Liaison with CNR budget/accounting and web to manage credit card acceptance program for program payments.
- * Conducts trends analyses and helps develop resulting recommendations.
- * Provides support for overall fundraising efforts, helps develop grant proposals, and serves as a program liaison to the CNR College Relations group and CSS Research Administration to manage program funds.
- * Assesses and recommends changes to maintain compliance with federal and state requirements, international protocols and internal policies including Visa requirements for international guests.
- * Provides guidance to supervisors and managers in developing job descriptions, facilitating benefits communications; providing guidance on compensation programs, personnel policies, and procedures; and serving as a liaison to CSS HR/APS.
- * Takes the lead to deliver program communications including creating and maintaining listserves, creating and editing IEP website, manages program social media platforms, curates, edits and distributes various program newsletters, manages program alumni relations.

Required Qualifications

- * Working knowledge of a variety of administrative activities including accounting, purchasing, events planning, basic fundraising processes, website maintenance, and grants regulations and guidelines, or ability to rapidly learn required skills.
- * Highly developed communication and interpersonal skills to communicate effectively with all levels of staff, both verbally and in writing.
- * Demonstrated experience working with international groups.
- * Solid organizational skills and ability to multi-task with demanding time-frames.
- * Ability to use discretion and maintain all confidentiality using sound judgment in responding to issues and concerns.
- * Ability to work evenings, weekends and holidays.
- * Ability to effectively utilize Excel and thoughtfully visualize data.

Education/Training:

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

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Preferred Qualifications

* Knowledge of common University-specific computer application programs or comparable experience and other computer application programs (e.g. Access, MSWord, WordPress, Drupal).

Salary & Benefits

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

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

[url=https://apptrkr.com/get_redirect.php?id=1648234&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

This is a full-time, 40-hours per week, contract (temporary) appointment expected to end in January 2020, with the possibility of extension.

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=1648234&targetURL=http://www.eeoc.gov/employers/upload/pos

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

[url=https://apptrkr.com/get_redirect.php?id=1648234&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1648234]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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