

Executive Assistant (7384U) - 1922 - 1922
University of California Berkeley

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Posted Oct. 8, 2019, set to expire Feb. 4, 2020

Job Title	Executive Assistant (7384U) - 1922 - 1922
Department	University Development and Alumni Relations
Institution	University of California Berkeley Berkeley, California
Date Posted	Oct. 8, 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/1651446

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=1651446&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 18, 2019

Departmental Overview

University Development and Alumni Relations (UDAR) strengthens Berkeley's excellence through engagement with alumni, parents, undergraduate and graduate students, and friends of the University, raising public awareness about Berkeley and increasing private philanthropy. UDAR provides overall direction for the campus' philanthropic advancement strategies and works to strengthen unit development in partnership with campus fundraisers. The Division handles a range of central activities and services encompassing communications, stewardship, prospect development, gift management, and more.

The Principal Gifts and Strategic Initiatives team (PGSI) works with members of the campus community to maximize complex, lifelong relationships between principal gift donors and Berkeley. As a unit within UC Berkeley's University Development and Alumni Relations (UDAR), we assist the Chancellor and other campus leaders in engaging these individuals as philanthropic partners, according to their interests and expertise, with the University's mission and priorities.

This position will provide executive assistance to the Assistant Vice Chancellor and the two Executive Directors of Principal Gifts and Strategic Initiatives, leaders of a high-performing team of fundraisers and development professionals who will play an important role in the success of the campaign. The Executive Assistant handles special projects or assignments that are confidential and sensitive in nature, requiring a high level of independence and initiative in execution and implementation. Handles details and oversees work of a highly confidential and critical nature to support the executive on matters of significance.

Responsibilities

- * Oversees daily administrative operations and ensures they run smoothly for the PGSI AVC and Executive Directors.
- * Manages their calendars of meetings, events, and travel.
- * Schedules internal and external meetings and conducts basic preparation for meetings (handouts, refreshments, etc.).

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- * Based on a complete understanding of the PGSI AVC and Executive Directors' priorities and requirements, prioritizes issues and requests according to urgency and allocates time on the calendar.
- * Manages the flow of action items, deadlines, and materials for meetings, events, and travel.
- * Gathers and compiles background information, briefing materials, and talking points for the AVC, including use of Cal Advancement Data System (CADS).
- * Makes high-level contacts of a sensitive nature, internally and externally, requiring discretion and diplomacy.
- * Establishes and maintains effective and cordial communications with all individuals associated with the PGSI AVC and Executive Directors, including UDAR and campus leadership, donors, volunteers, and prospective donors.
- * Places outgoing and receives incoming telephone calls; receives visitors.
- * Responds to inquiries from faculty, staff, students and prospects/donors/their offices on behalf of the PGSI AVC and Executive Directors.
- * Handles the details of a variety of correspondence and matters on behalf of the AVC and the executive directors, including the investigation of issues and problems; drafts and prepare responses to urgent requests.
- * Forwards situations and issues presented by staff, faculty and external constituents to appropriate staff members for resolution.
- * Develops and implements efficient and effective systems for sharing and managing information, projects, and communications to ensure accurate and timely responses.
- * Helps maintain electronic and paper files for the PGSI team.
- * Researches, compiles, and summarizes issues, policies and topics; provides background information, talking points and briefing materials for the executive.
- * Works on special projects as needed, including reports and presentations.

Required Qualifications

- * The Executive Assistant must have sound judgment, diplomacy skills, and the ability to take initiative.
- * Must also have exemplary skills and knowledge in the following areas.
- * Proven ability to organize assignments and tasks with competing priorities and deadlines.
- * Ability to act upon the broad goals of an executive office and understand their implications for the Executive Assistant's daily and weekly goals and tasks.
- * Strong skills to communicate effectively and diplomatically, both verbally and in writing, with campus leadership, deans, directors, managers, staff, faculty, alumni/donors, students and external constituencies, including UC Berkeley Foundation trustees.
- * Working knowledge of fundraising, donor relations and public relations concepts, principles, procedures and techniques.

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- * Understanding or ability to quickly gain understanding of the campus's organizational structure and leadership.
- * Thorough knowledge of common computer application programs including Microsoft Word and Excel, and electronic calendaring software.
- * Strong service orientation.
- * Familiarity with or ability to learn to use the Cal Advancement Data System (CADS) and Eureka intranet.
- * Ability to research information on CADS and the Internet.
- * Analytical skills to research and present information and data in Excel spreadsheets or other formats as appropriate.
- * Ability to use high-level discretion and maintain a high level of confidentiality.
- * Ability to set up rooms and AV for meetings, including rearranging chairs in conference room.

Education/Training:

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

Salary & Benefits

This is an exempt, monthly paid position. Annual salary is commensurate with experience.

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

[url=https://apptrkr.com/get_redirect.php?id=1651446&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, career position.

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

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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=1651446&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=1651446&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1651446]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

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