

Administrative Assistant III (4722C)
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=133752>

Downloaded On: Feb. 24, 2020 11:01pm

Posted Nov. 19, 2019, removed Feb. 17, 2020

Job Title	Administrative Assistant III (4722C)
Department	The Department of Anthropology
Institution	University of California Berkeley Berkeley, California
Date Posted	Nov. 19, 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/1714467

Apply By Email

Job Description

Administrative Assistant III (4722C)
About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its

Administrative Assistant III (4722C) University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=133752>

Downloaded On: Feb. 24, 2020 11:01pm

Posted Nov. 19, 2019, removed Feb. 17, 2020

founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [\[url=https://apptrkr.com/get_redirect.php?id=1714467&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1714467&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get_redirect.php?id=1714467&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=1714467&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get_redirect.php?id=1714467&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1714467&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)our Strategic Plan.

Application Review Date

The First Review Date for this job is: November 29, 2019

Departmental Overview

The Department of Anthropology has a teaching program consisting of 29 faculty, as well as a number of lecturers, visiting instructors, postdocs and visiting students. The teaching program employs approximately 60 Graduate Student Instructors per year. The department has approximately 150 graduate students and offers PhD degrees in Socio-Cultural Anthropology, Archaeology and Medical Anthropology, as well as an MA degree in Folklore. The department has an operating budget of approximately \$8M, which encompasses the teaching program activities of 15 laboratories, the folklore program, administrative services, and a variety of research projects and working groups.

Under supervision of the department manager, the Administrative Assistant III is responsible for providing the financial management and facilities support for the department, including the research laboratories within the department.

Responsibilities

Administrative Assistant III (4722C)
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=133752>

Downloaded On: Feb. 24, 2020 11:01pm

Posted Nov. 19, 2019, removed Feb. 17, 2020

FACILITIES COORDINATION:

- * Serves as Department Access Key Controller as defined by UCPD Campus Access Control Policy.
- * Manage the department's four wet labs, four research labs, and offices by maintaining the card access control systems (trilogy locks).
- * Also handle access to offices and labs that have regular key system.
- * Manages trilogy or keys for Kroeber Hall, Piedmont Building and classrooms and GSI offices in Barrows Hall basement.
- * Acts as department records retention coordination and oversee disposal of unneeded or obsolete equipment.
- * Conducts department inventory control, including processing and maintaining records.
- * Coordinates the scheduling of department space for eight department controlled rooms in four buildings.
- * Coordinates safety issues in the lab, including providing information to faculty regarding upcoming safety inspections.
- * Responds to problems and issues related to labs, i.e., damage, temperature problems, construction, etc.

ACCOUNTING AND TRAVEL REIMBURSEMENT:

- * Provide overall support to the financial manager in processing travel and expenses in BearBuy including scanning documents into the system.
- * Prepares journal entries for temporary budget and financial transfers.
- * Verifies correctness of BluCard orders and ensures that BluCard transactions comply with University requirements.
- * Review transactions and transfers expenses to appropriate chartstring.
- * Assist financial manager with BluCard reconciliation.
- * Conduct research and respond to inquiries from CSS, faculty and visitors.
- * Serves as liaison with CSS, faculty and staff, handles problems related to travel and potential policy violations.

DEVELOPMENT AND DONOR RELATIONS:

- * Under the direction of the department chair, manage department's donor website and announcements.
- * Maintain the donor listserve. Handle logistics for fundraising events, including communications to donors.
- * Assist in the development of materials for fundraising activities.

Administrative Assistant III (4722C)
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=133752>

Downloaded On: Feb. 24, 2020 11:01pm

Posted Nov. 19, 2019, removed Feb. 17, 2020

- * Serve as the point of contact for inquiries.

FRONT OFFICE SUPPORT:

- * Maintain service and troubleshoot problems with department Xerox machine, maintain supplies.
- * Monitor and checkout AV equipment used for classes and conference room.
- * Greet department visitors and respond to inquiries.
- * Handle logistics for faculty events, including annual emeritus lecturer series.
- * Send invitations and manage RSVPs, work with caterers, handle travel and hotel arrangements.

Required Qualifications

- * Working knowledge of financial systems and transactions.
- * Proficient in use of Microsoft Office and desktop applications.
- * Good interpersonal skills, verbal and written communication skills.
- * Ability to multi-task effectively in a varied, high volume work environment.
- * Attention to detail and accuracy and strong organization skills.
- * Ability to set priorities and meet deadlines.
- * Skill in managing sensitive and confidential information.

Education/Training:

- * Class in maintaining trilogy lock once hired.
- * Classes in travel & entertainment, BFS, BearBuy and BAIRS systems once hired.
- * Training in cashier's deposit systems once hired.
- * Sexual Harassment training once hired.

Preferred Qualifications

- * Working knowledge of or ability to learn campus BFS, BAIRS and BearBuy, travel and entertainment systems and cashier deposit systems.

Salary & Benefits

This position is a non-exempt, bi-weekly paid position. Hourly pay for this role is commensurate with experience within the range of \$24.17 - \$34.63, Steps 1.0 - 17.0.

Administrative Assistant III (4722C)
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=133752>

Downloaded On: Feb. 24, 2020 11:01pm

Posted Nov. 19, 2019, removed Feb. 17, 2020

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

[url=https://apptrkr.com/get_redirect.php?id=1714467&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 position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at:

[url=https://apptrkr.com/get_redirect.php?id=1714467&targetURL=http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html]http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html

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=1714467&targetURL=http://www.eeoc.gov/employers/upload/pos]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=1714467&targetURL=http://policy.ucop.edu/doc/4000376/Nondis]http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1714467]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H



Administrative Assistant III (4722C)
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=133752>

Downloaded On: Feb. 24, 2020 11:01pm

Posted Nov. 19, 2019, removed Feb. 17, 2020

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

,