

Administrative Officer(7376U) - BLUM
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=146722>

Downloaded On: Nov. 27, 2020 3:10am

Posted Sep. 23, 2020, set to expire Jan. 21, 2021

Job Title	Administrative Officer(7376U) - BLUM
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 23, 2020
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/2007897

Apply By Email

Job Description

Administrative Officer(7376U) - BLUM
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 founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual,

Administrative Officer(7376U) - BLUM
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=146722>

Downloaded On: Nov. 27, 2020 3:10am

Posted Sep. 23, 2020, set to expire Jan. 21, 2021

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 [\[url=https://apptrkr.com/get_redirect.php?id=2007897&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=2007897&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get_redirect.php?id=2007897&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=2007897&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get_redirect.php?id=2007897&targetURL=https://strategicplan.berkeley.edu/\]](https://apptrkr.com/get_redirect.php?id=2007897&targetURL=https://strategicplan.berkeley.edu/)our Strategic Plan[\[url=https://apptrkr.com/get_redirect.php?id=2007897&targetURL=https://strategicplan.berkeley.edu\]](https://apptrkr.com/get_redirect.php?id=2007897&targetURL=https://strategicplan.berkeley.edu).

Application Review Date

The First Review Date for this job is: 10/6/20

Departmental Overview

The Blum Center enables interdisciplinary problem-solving aimed at poverty alleviation and social impact, operating on the notion that a world-class, public university must be a force for tackling the urgent problems in the world. Since its founding in 2006, the Blum Center's mission has been to train people, support big ideas and enable solutions. To that end, the Center has sourced hundreds of innovations, and supported thousands of problem-solvers who have gone on to launch nonprofits, for-profits, and cross-sector partnerships that are scaling solutions across the globe. Our flagship programs are: Big

[\[url=https://apptrkr.com/get_redirect.php?id=2007897&targetURL=mailto:Ideas@Berkeley\]](https://apptrkr.com/get_redirect.php?id=2007897&targetURL=mailto:Ideas@Berkeley)Ideas@Berkeley, The Global Poverty and Practice Undergraduate Minor, The Development Impact Lab, The Development Engineering Graduate Minor. Headquartered at UC Berkeley, we have Centers at all other UC campuses.

The Administrative Officer (AO2) will act as a central point of contact and as an administrative resource in support of the Faculty Director. The incumbent will provide executive level support to the Faculty Director by exercising day-to-day independent and high-level management techniques to ensure

Administrative Officer(7376U) - BLUM
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=146722>

Downloaded On: Nov. 27, 2020 3:10am

Posted Sep. 23, 2020, set to expire Jan. 21, 2021

compliance with University guidelines and the program budget.

Responsibilities

90% PROGRAM ADMINISTRATION:

Calendar Management and Scheduling:

- * Tracks and coordinates the Blum Center Faculty's schedules.
- * Confirms meeting attendees and prepares relevant materials, including agenda and background materials, and as needed, and documents meetings by producing and disseminating meeting minutes to all attendees.
- * Coordinates as needed with BLUM staff and leadership to facilitate teleconferences, group meetings, and events involving visitors.

Travel Planning and Reimbursement Oversight:

- * Facilitates scheduling, airline ticket purchasing, and hotel accommodations for Faculty Director's travel, ensuring that all travel is efficiently executed and planned to be in compliance with applicable UC G-28 travel policies, along with UC programmatic travel policy.
- * Prepares and oversees travel expense reimbursement, ensuring that travel reimbursement requests are submitted in compliance with UC policy, and are charged to the appropriate entity (BLUM or other University entity or non-University entity responsible for expenses), and in conformance with standard procedures for the entity supporting the expense.
- * Coordinates and provides travel assistance to BLUM visiting Faculty.
- * Monitors daily travel, entertainment and BearBuy approval.

Entertainment Planning:

- * Arranges and executes entertainment meetings and events that are hosted by the Faculty Director. Prepares agendas, invitations, collateral materials.
- * Identifies and reserves facilities and restaurants, initiates relationships with caterers, ensures that all aspects of entertainment are in compliance with UC and BLUM/Or other payor's policies and procedures, follows up to ensure that vendors and service providers receive payments in a timely manner.

General Administrative Duties:

Administrative Officer(7376U) - BLUM
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=146722>

Downloaded On: Nov. 27, 2020 3:10am

Posted Sep. 23, 2020, set to expire Jan. 21, 2021

- * Maintains office equipment and kitchen equipment as necessary, orders consumable office supplies as needed using BEARBUY; prepares federal express mailings as needed; and coordinates any other facilities management or purchasing services with the appropriate ERSO businesses services unit.
- * Maintains, proofreads and uploads pertinent policy postings, standard operating procedures, guidelines and calendar of events to b-space.
- * Performs advanced word processing using presentation tasks using MS Office Suite and prepares reports, memos, letters and electronic mail communications.
- * Maintains online and hard copy filing systems.

Reporting:

- * Coordinates and compiles the submission of adhoc reports that are required by Faculty Director . Reports may include annual project and financial reports, and spending projections.
- * Prepare financial and budget expense transfer journals.
- * Assist with monthly fund reconciliation and projection.
- * Prepare payroll transfer request as needed.

10% EVENT PLANNING AND FACILITIES MANAGEMENT:

Events:

- * Coordinates and schedules visits led by Faculty Director and Blum Faculty for potential collaborators, including finding accommodations and meeting logistics.
- * Plans and administers all logistics led by Faculty Director for special events such as conferences, seminars, and workshops. Coordinates on-site and off-site meetings, workshops, and conferences.
- * Coordinates, plans and executes all research conferences led by Faculty Director; off-site as well as on-site research retreats, conferences, seminars and workshops.
- * Independently develops and implements protocols for regular meetings and conferences on an on-going basis.
- * Provides assistance to Blum Center Faculty for meetings and conferences including making reservations, sending invitations, maintaining attendee lists, compiling Curriculum Vitae, photocopying, printing and distributing communications or meeting materials; arranging catering, making travel and parking reservations, and processing invoices and reimbursements.
- * Maintains databases and spreadsheets.

Required Qualifications

- * Solid communication and interpersonal skills to communicate effectively with all levels of staff, both

Administrative Officer(7376U) - BLUM University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=146722>

Downloaded On: Nov. 27, 2020 3:10am

Posted Sep. 23, 2020, set to expire Jan. 21, 2021

verbally and in writing.

- * Knowledge of a variety of administrative operations activities such as event planning, reporting techniques, reimbursement, and human resources policies and procedures.
- * Excellent organizational skills and ability to multi-task with competing timeframes.
- * Ability to use discretion and maintain all confidentiality.
- * Ability to use sound judgment in responding to issues and concerns.
- * Interpersonal communication skills to include verbal and written, active listening, critical thinking, persuasiveness, advising and counseling skills.
- * Strong skills in short term planning, analysis and problem-solving and customer service.
- * Ability to multi-task and move projects forward in a timely and independent manner.

Preferred Qualifications

- * Thorough knowledge of common campus-specific and other computer application programs.
- * 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=2007897&targetURL=https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

- *Salary commensurate with experience.

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

Administrative Officer(7376U) - BLUM
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=146722>

Downloaded On: Nov. 27, 2020 3:10am

Posted Sep. 23, 2020, set to expire Jan. 21, 2021

about your rights as an applicant see:

[url=https://apptrkr.com/get_redirect.php?id=2007897&targetURL=https://www.eeoc.gov/sites/default/files/mig

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

[url=https://apptrkr.com/get_redirect.php?id=2007897&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/2007897]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

,