

**Business Operations Coordinator (4263C), Equity &
Inclusion - 68860**
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=235974>

Downloaded On: Jun. 29, 2024 2:43pm

Posted May 10, 2024, set to expire Jun. 30, 2024

Job Title	Business Operations Coordinator (4263C), Equity & Inclusion - 68860
Department	Division of Equity & Inclusion
Institution	University of California, Berkeley Berkeley, California
Date Posted	May 10, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Finance/Investment Management Communications/Public Relations Administrative Support/Services
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Job Description

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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.

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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, 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 [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

The Division of Equity & Inclusion (E&I) provides leadership and accountability to multiple departments to resolve systemic inequities for all members of UC Berkeley through engaged research, teaching, and public service, and by expanding pathways for access and success and promoting a healthy and engaging campus climate. The Division consists of over 185 career and contract staff, over 1,000 limited staff and undergraduate and graduate student employees, and a budget of \$38M; the work encompasses direct service, programmatic support, and advice and consultation across all campus communities including undergraduate and graduate students, faculty and staff. The Division provides the campus consultation and direction in achieving the Chancellor's priorities and moving the strategic initiatives of the campus forward in the areas of diversity, equity, inclusion, and belonging.

As a member of the E&I Vice Chancellor's Immediate Office, the Business Operations Coordinator ensures the smooth functioning of the Division on a daily basis by assisting with the project

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management, planning and administration of the Immediate Office business operations, event planning and execution, as well as strategic projects and initiatives. The position reports to the Deputy Chief of Staff and provides supplemental support to the Chief of Staff and others in the Immediate Office. The Business Operations Coordinator must demonstrate good judgment in selecting methods and techniques for obtaining solutions to issues from campus constituents, department and program staff, vendors and off-campus constituents. Must possess strong project management, organizational and analysis skills with the ability to prioritize multiple demands to keeping projects on track and bringing assignments and projects to timely completion.

The Business Operations Coordinator must possess general content knowledge of leading practices related to equity, inclusion, diversity, and belonging. Has the ability to support high level and visible strategic committees, task forces, and executive level meetings.

Application Review Date

The First Review Date for this job is: Thursday, May 23, 2024. ***For full consideration, please apply on or before Monday, June 3, 2024. This position will remain open until filled, and applications will be reviewed on a rolling basis.***

Responsibilities

Administrative/Business Operations

- Manages and administers the full range of operational program and activities for the VCEI immediate office which includes the following functions:
- Serves as Immediate Office content expert and lead for UC Berkeley procurement system (BearBuy); researches, recommends, and submits purchase requests.
- Prepares and submits deposits, including donations, reimbursements, and payments.
- Troubleshoots and resolves issues as needed.
- Submits and manages Information Technology service requests.
- Serves as liaison between the Financial Analyst and Immediate Office executive staff
- Reviews exceptional requests, including requests for honoraria, reimbursements, and after-the-fact requests, ensuring complete documentation and signature approvals.
- Makes recommendations to the AVC/COS and VCEI for signature approvals.
- Provides business and purchasing support to E&I departments as needed and on a back-up basis.
- Functions as lead resource on issues such as researching complex financial discrepancies, escalating customer service problems and vendor concerns, and troubleshooting transactions,

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including but not limited to reimbursements, payments, purchase orders, independent contractors, and travel arrangements through campus systems.

- Serves as primary point of contact with Berkeley Regional Services on procurement functions.
- Serves as departmental computer workstation evaluator for the VCEI immediate Office.
- Schedules and makes travel arrangements for the Chief of Staff, VCEI, senior leadership, and others.
- Manages keys and coordinates key card access for staff in the Immediate Office at California Hall and Sproul Hall, and other E&I programs/offices interacting with California Hall.
- Manages office equipment inventory, maintenance, repairs, and replacements for the Immediate Office.
- Coordinates space moves, managing requests with Moving Services and Facilities.

Executive and Special Projects

- Manages the calendar/scheduling of the VCEI as back-up to the Deputy CoS; troubleshoots complex calendaring issues as needed.
- Develops onboarding process documents specific to roles in the Immediate Office.
- Supports with onboarding new E&I staff and offboarding existing staff for the Immediate Office and Core Leadership Team. Coordinates workstation set up for new staff (in-person and remote) for Immediate Office.
- Develops, tracks, and maintains a strategic initiatives and strategic partners contact list (ensuring that the list is updated regularly).
- Develops, tracks, and updates assignments on a project management spreadsheet related to strategic initiative events, task force committees, key timelines and deadlines, etc.
- Provides administrative and logistical/travel support for high-level recruitments managed through the VCEI office under the direction of the COS or DCOS.
- Provides staff support as needed to strategic committees, task forces, and for executive level meetings (e.g., support agenda development, project management and implementation).
- Gathers and researches information as requested for the COS and VCEI or Core leadership and makes recommendations.
- Hires, trains, and supervises student employees.
- Coaches and schedules students and monitors work-study hours as appropriate.

Finance and Business Process Improvements

- Gathers and analyzes financial and other resource data; prepares reports or analyses of the

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Immediate Office operational activities, evaluates current and proposed services, evaluates internal controls, makes recommendations, and assists with drafting processes and procedures.

- Working with the Deputy Chief of Staff and Finance Analyst, supports with and coordinates the Immediate Office budget with multiple funding sources for proper tracking and analysis of spending trends, projections, and budget modifications to meet divisional priorities.
- Develops and maintains user-friendly online tools and job aids for implementing business operations policies and procedures across the Division.
- Researches and implements processes and system improvements (e.g., web-based forms for soliciting information).
- Works with administrative staff in the division and other campus partners to finalize processes and improvements.
- Sets up and delivers trainings with divisional staff as needed.
- Manages and maintains a running record of key divisional events (e.g., reviewing and modifying E&I safety plan).
- Works with the Deputy Chief of Staff to coordinate and design trainings for E&I administrative network.
- Drafts or participates in the development and revision of standard operating procedures and guidelines. Assesses and recommends changes to maintain compliance with federal and state requirements and internal policies.
- Keeps informed of new or changing University policies and procedures and communicates changes to divisional managers.
- Assesses and recommends changes to maintain compliance with federal and state requirements and internal policies.

Events Planning & Logistics

- Develops and maintains the Immediate Office events financial tracking sheets.
- Assists in the development of budgets and reports for strategic initiatives, executive sponsorship of events, retreats, etc.
- Participates in event planning and organizes and implements logistics for events and meetings (both in-person and via Zoom). Secures appropriate venues, food/refreshments, and coordinates set-up and break-down for activities such as all-staff meetings, donor meetings, and town halls, and retreats. Provides Zoom/technical support for meetings.
- Creates and maintains an ongoing events/logistics checklist.
- Creates an event volunteer training and maintains a list of event volunteers.
- Serves as point of contact for E&I administrative colleagues and maintains resource lists related to events planning and coordination (e.g., event spaces on- and off-campus).

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Communications

- Serves as liaison with department administrative staff, executive level department leaders, program directors, senior administrative offices, etc., on behalf of the VCEI Immediate Office.
- Prepares presentations and formats documents and reports for distribution; provides quality reviews and content analyses in alignment with equity, inclusion, and belonging principles.
- Assists with researching and writing content for the E&I website and process tools pages as needed. Develops and tracks correspondence amongst and between offices, groups, and individuals; edits and drafts reports and communications.
- Responds to and tracks general information requests and inquiries from internal and external constituents; drafts general correspondence.
- Maintains E&I bConnected multiple mailing lists for the division (E&I Core leadership team, directors, etc.) and bCal immediate office calendar.

Other Duties

- Serves on divisional committees as requested.
- Participates in professional development activities.
- Keeps informed of modifications and new University policies and procedures; trends in higher education administrative and business operations, social justice, equity, inclusion, diversity & belonging.

Required Qualifications

- Ability to use sound judgment in responding to issues and concerns.
- Excellent communication and interpersonal skills to communicate effectively with all levels of the organization (including at the executive level), both verbally and in writing, including responding to inquiries from and conducting substantive correspondence with program directors, campus and UCOP leadership and staff, donors, faculty, external stakeholders, students and vendor partners regarding Divisional matters and requests.
- Excellent organizational skills and ability to multi-task with shifting priorities and demanding timeframes in a fast-paced environment.
- Ability to use discretion and maintain all confidentiality.
- Excellent ability to work independently, problem solve, set priorities, and take initiative in defining and executing tasks with attention to detail and accuracy.

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- Ability to work effectively with multiple constituencies, departments, external stakeholders with related but distinct missions (students, staff administrators, volunteers, donors, executive level staff).
- Proven experience working with complex organizations serving marginalized communities
- Demonstrated self starter and proactive; exceptional skills at identifying business process improvements.
- Working knowledge of common campus-specific and other computer application programs.
- Demonstrated ability to work with diverse, multicultural work teams and constituents.
- Demonstrates a high level of political and social acumen.
- Proven success with managing and coordination meetings, events, and travel logistics.
- Excellent note taking and correspondence skills.
- Knowledge of the organizational environment of higher education and large research universities and ability to understand client priorities, issues, motivations, and constraints.
- Experience with budget and expenditure tracking.
- Some night and weekend availability for events and meetings that occur outside of the hours of 8:00am-5:00pm.

Education/Training:

- HS Diploma and/or equivalent.

Preferred Qualifications

- Experience using and/or ability to learn UC Berkeley online systems (e.g., BearBuy procurement system, CalAnswers, Connexus travel portal, Campus Deposit System, Berkeley Financial System, and UCPATH).
- Knowledge of and/or ability to learn university rules and regulations, E&I strategic initiatives, programs, principles and concepts of social justice and social services.
- Experience with or knowledge of processes protocols and procedures for business operations, and account and fund management.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

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Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$30.16 (Step 1.0) - \$41.29 (Step 15.0).

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is non-exempt and paid bi-weekly.
- This is a hybrid position, eligible for 40% (2 days) remote capability.

How to Apply

To apply, please submit your resume and cover letter.

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: <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



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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, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

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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