

Program Assistant (4133U), Residential & Family Living -  
69857

University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=236966>

Downloaded On: Jun. 28, 2024 12:13pm

Posted Jun. 3, 2024, set to expire Jun. 30, 2024

<b>Job Title</b>	Program Assistant (4133U), Residential & Family Living - 69857
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jun. 3, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Residential Life
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**Job Description**

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**Program Assistant (4133U), Residential & Family Living - 69857**

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

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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](http://grow.berkeley.edu).

### Departmental Overview

University Village provides family housing, residential and recreation programs to serve the families of students, staff, faculty and the community at large in a variety of social, cultural and physical activities. Programs include the Bear Pantry, Village Garden and our Teen Program among other community events that are free resources within the Village to support our community's needs. Currently, the University Village, located in Albany 4 miles from UCB campus, is comprised of about 2400 students and families in 974 housing units.

### Application Review Date

The First Review Date for this job is: June 14, 2024

### Responsibilities

- Supports the residential community through assisting in executing programs, events, and services at University Village Albany.

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- Administrative responsibilities such as sending emails, filling out forms, attending staff meetings and completing required trainings.
- Provide feedback to the supervisor to expand the needs of the diverse University Village Albany community.
- Participates in disaster response preparedness, and assists residents if emergencies occur.
- Interacts with program participants in a positive manner.
- Facilitates in providing activities to program participants and visitors, individually or in groups. This includes daily standard operations, duties and administration.

### Required Qualifications

- Working knowledge of program activity practices and procedures.
- Requires verbal and written communication in the English language, active listening, dynamic flexibility, critical thinking, multi-task and time management skills.
- Able to exercise independent sound judgment and employ reasoning skills.
- Client service minded, entrepreneurial spirit and creative thinking.
- Basic Computer Knowledge.
- Knowledge of campus policies and procedures.

### Salary & Benefits

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

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 hourly range that the University reasonably expects to pay for this position is \$18.07-\$20.32

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- This is variable, 37.5% part-time (15 hours per week), contract position that is not eligible for UC benefits.
- This position is non-exempt and bi-weekly.

### **How to Apply**

To apply, please submit your resume and cover letter.

### **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.

### **Mandated Reporter**

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

### **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, 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.



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**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

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### 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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