

Administrative Assistant III (4722C) - 70668
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238572>

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Posted Jul. 5, 2024, set to expire Oct. 31, 2024

Job Title	Administrative Assistant III (4722C) - 70668
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 5, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/5377759

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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.

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

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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

Residential and Student Services Programs (RSSP) is part of the Division of Student Affairs under the direction of the Associate Vice Chancellor of RSSP. RSSP provides residential student housing, family housing, residential life programs, facilities services (maintenance/design, custodial, desk operations) self-operated dining services for undergraduate and graduate students and their families, as well as child care services for students, faculty, and staff. RSSP also conducts a year-round conference business, operates seven campus restaurants and manages several faculty apartments.

Position Summary

Under the general direction of the Facilities Manager assist with the day to day operations of the Unit which may include the central office, conference, custodial and maintenance services. The unit consists of a 10-building residence complex housing approximately 1180 residents. Responsible for all office functions including the direction of 6 to 10 casual restricted employees. Provides administrative support to one Housing Facilities manager, Principal Custodial Supervisors, and Custodial Supervisors, and when time permits or directed by the Housing Facilities Manager, assist Lead

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Building Maintenance Worker. Utilizes numerous computer applications in the performance of duties. Assists the Housing Facilities Manager in providing a wide variety of services for Residential Programs, Dining Services, Academic Center Programs, and Conference operations. Provides administrative assistance and budget development, management, and reconciliation. Acts as a prime contact and information source for students, parents and visitors.

Application Review Date

The First Review Date for this job is: 07/18/2024.

Responsibilities

ADMINISTRATIVE FUNCTIONS: UNIT & CUSTODIAL OPERATIONS

- Corrective Maintenance: Receive and issue repair requests. Notify manager of any discrepancies and follow through with the Work Order Center.
- Document control: Develop, implement, and maintain a document (both electronic and hard copy) control system to keep facilities' files or confidential personnel files "up- to-date" with the most relevant and current information (as required by policy or statute of limitations).
- Residential key control and lockouts: Ensure key records are accurate, resolve discrepancies, and maintain security for ~2500 residential and facility keys. Under the direction of the manager, determine when key replacement is necessary. Responsible for ordering, billing, and notifying students of pending key charges.
- Payroll: Process computerized timekeeping records, prepare HR/Payroll request forms, and investigate discrepancies for ~75 employees. Report irregularities to the Manager/Principal Custodial Supervisor(s).
- Ensure equipment and vehicles are repaired, serviced, and maintained.
- Provide and train residential live-in staff with on the Unit service forms and processes; delineate the services offered by the office, custodial, maintenance, and relevant campus and city departments.

RESIDENTIAL OPERATIONS & CONFERENCES

- In conjunction with the Housing Facilities Manager, screen, interview, select, schedule, train and assist in evaluating student housing clerks. Recommend disciplinary action when necessary. Assist with the planning and implementing of the Conference Clerk Training Program.
- Manage all functions of the mailroom and direct staff. Responsible for all the receipt and

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- distribution of all mail and packages for approximately 1180 residents.
- Work closely with the Housing Facilities Manager, Academic Program Coordinator, Departmental Conference Coordinators and on-site conference organizers on all conference arrangements. Provide a high level of public relations services for conference guests and organizers from around the world.
 - Inspect facilities, coordinate set-ups, and other tasks for conference groups. Receive, respond and follow through on guests' inquiries and complaints relating to room assignments and set ups, guest services, reception/registration, information directory and messages.
 - Maintain contact with the custodial supervisor and maintenance staff and direct them to the customer service request location.
 - Serve as a resource for staff, residents, conference guests, and visitors on the phone and in-person. As necessary, greet, direct, and give tours to departmental visitors. Provide general information and accurate referrals to appropriate departments on the phone and in person regarding RSSP and campus services.
 - Train academic and summer employees in STARS customer service standards and a professional atmosphere. Provide a high level of customer service to staff, students, conference guests, visitors, vendors and faculty.

PLANNING & PROJECTS

- Provide analytical support to manager and PCS as well as all levels of the department leadership to improve operational planning, administrative processes/policy development with a focus on better utilization of departmental resources. This includes independent assignments (such as uniform expense tracking and handbook creation), special projects (such as coordinating training programs) and other relevant duties as assigned.
- Define problems, collect and analyze data, and recommend potential solutions and approaches to administrative problems and special projects. Interpret and appropriately disseminate findings. In the absence of the Facilities Manager, act as primary point of contact to address administrative issues for the facility.
- Organize, schedule and provide administrative support for recruitments and professional search processes. Assist in the coordination the annual limited appointment recruitment. Create and maintain the Custodial Operations operational calendar. Maintain the unit's Departmental and Academic year conference/meeting space calendar.
- Utilize appropriate software to handle room inventories, linen orders and meeting space reservations for over 6,000 conference living spaces during the summer. Coordinate linen pick-up and delivery for Custodial Operations. Work with vendor, PCS's and Custodial Supervisors to meet all operational linen needs.

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- Work with departmental staff to test, evaluate and utilize new computer programs.

PURCHASING & REIMBURSEMENTS

- Purchasing: As directed by the Manager and Principal Custodial Supervisor(s), coordinate purchase and reconciling of materials, equipment, and services. Review bluCard expenditures, advise Unit manager of inconsistencies or problems, and resolve those situations. Process financial transactions for purchases and travel. Coordinate and book travel and lodging arrangements. Monitor financial reimbursements.

Required Qualifications

- Advanced knowledge of and/or can quickly learn PC based software (MS Office (Word, Excel, PowerPoint)), CalAgenda.
- Knowledge of accounting and budget management in order to organize and present data, often in contrast/coordination with financial information using spreadsheets and other computer applications.
- Demonstrated skill to create presentations, produce reports, organize and communicate information clearly and effectively using spreadsheet, presentation and word processing applications.
- Demonstrated detail-orientation, record keeping and file management skills to organize, accurately document, and retrieve data in a variety of configurations (Hard Copy, Electronic, etc.).
- Basic understanding or knowledge of and/or can quickly learn the University environment, its mission, and operational needs.
- Knowledge of safe work practices.
- Effective oral (in person and/or by telephone) and strong written communication skills to communicate clearly and effectively.
- Must be able to listen as well as to provide information succinctly, clearly, accurately.
- Strong customer service skills and experience coordinating, troubleshooting and responding to customer service requests.
- Demonstrated writing skill.
- Use of correct grammar, spelling, and punctuation to compose and edit documents effectively.
- Excellent proofreading skills.
- Demonstrated skill in scheduling meetings and coordinating multiple calendars with corporate time or similar software.
- Skill to evaluate, troubleshoot inquiries and resolve concerns of staff, contractors, outside

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- consultants, and members of the campus community in an objective and constructive manner.
- Skill to establish priorities, follow plans and complete goals/objectives.
 - Skill to appropriately address inappropriate or unprofessional behavior.
 - Ability to exercise integrity and discretion in all matters and to protect confidential information as dictated by assignment or policy.
 - Ability to directly resolve problems through informal consultations and discussions at the lowest level possible.
 - Ability to demonstrate and encourage the values of collegiality, and respect among supervisors and peers.
 - Ability to make independent decisions in solving issues while adhering to the University of California and Berkeley campus policies.
 - Ability to understand, interpret, and apply University rules, regulations, and policies.
 - Ability to initiate and maintain cooperative relationships with co-workers, managers and supervisors, clients, external service providers, and members of the campus community.
 - Must have the ability to research special projects as assigned and summarize findings in written reports.
 - Must be able to handle multiple tasks simultaneously under time constraints, with competing deadlines, conflicting demands, frequent interruptions and produce accurate, detailed work within established timeframes.
 - Highschool Diploma and/or equivalent experience/training.

Preferred Qualifications

- Knowledge of facilities maintenance, custodial operations, and construction terminology.
- Possess/develop a thorough understanding of and/or can quickly learn Residential and Student Services Programs administrative policies and procedures as well as a basic understanding of campus fiscal processes.

Salary & Benefits

This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid hourly and eligible for UC 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 \$33.96 (Step 7) - \$35.57 (Step 9).

How to Apply

- To apply, please submit your resume and cover letter.

Driving Required

- A valid driver's license and DMV check for driving record is required.

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>

- This is not a visa opportunity.

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.

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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 https://apptrkr.com/get_redirect.php?id=5377759&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination 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



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