

Departmental Administrative Analyst (7377U) Job 70690
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238574>

Downloaded On: Aug. 10, 2024 1:18pm

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

Job Title	Departmental Administrative Analyst (7377U) Job 70690
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	Professional Staff
Academic Field(s)	Administrative Support/Services Research/Technical/Laboratory
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Job Description

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Departmental Administrative Analyst (7377U) Job 70690 - Department of Landscape Architecture & Envi

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 department of Landscape Architecture & Environmental Planning is within the College of Environmental Design, and serves undergraduates, professional masters students and PhD candidates. We are known for the design of compelling landscapes that promote ecological integrity and social equity. Our mission is to engage in research and teaching that will inspire and inform our profession through innovative design and planning. Our multidisciplinary faculty have expertise in design, planning, urbanism, history, sustainability, hydrology, ecology, geographic information science, landscape modeling, and social practices.

This is a contract position to assist with two high profile projects. The position involves managing or performing the administrative services for specific high-profile projects for the Department of Landscape Architecture and the Environmental Planning. Administrative services include project management for faculty recruitment and accreditation processes within the department. General management activities include short range strategic planning in determining the mission and directing

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activities related to these specific projects.

****This is a one-year contract****

Application Review Date

The First Review Date for this job is: 7/18/24 - Open Until Filled

Responsibilities

40% Assists the departmental chair, faculty and college in development and submission of various reports. This includes gathering and organizing data for the professional Self Evaluation Report for the departmental accreditation report and may also include other ad-hoc reports such as financial or budgetary reports in support of the accreditation process.

20% Manages, plans and administers a range of administrative operations of the department involving academic personnel recruitment. This includes serving as department resource for and advising Department Chair, faculty search committee chair and faculty on the academic personnel policies and procedures covering academic recruitments.

20% Coordinates the academic search process, including placement of ads, drafting of search plans, and conducting the initial screening of materials submitted and organizing interviews.

10% Organizes faculty meetings to support faculty searches and the accreditation process within the department. This includes scheduling, crafting agenda, and organizing tasks and deliverables.

5% Plans and coordinates events, interviews, campus visits around departmental recruitment and accreditation projects.

5% Maintains correspondence with accreditation body and faculty candidates and the department as necessary.

Required Qualifications

This is a one-year contract at 75% full-time

- Interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising and counseling skills.
- Solid knowledge of common University-specific computer application programs.

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- Ability to effectively handle sensitive information, difficult situations, discretion and maintain confidentiality.
- Strong skills in short-term planning, analysis, problem-solving, and customer service.
- Strong organizational and project management skills with the ability to prioritize daily operations and projects in order to meet rigid deadlines, ensure smooth workflow and handle multiple tasks simultaneously.
- Ability to work under pressure and with frequent interruptions.

Preferred Qualifications

- Thorough knowledge of University rules and regulations, processes, protocols and procedures or human resources policies and procedures for staff and academic employees.

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 salary or hourly range that the University reasonably expects to pay for this position is \$96,000 - \$105,000.

- This is a one-year contract position. Contract positions may be extended based on operational demand. Contract positions are eligible to participate in the health and welfare programs offered by UC Berkeley.
- This position is 75% full-time equivalent.

Referral Source info

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This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

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, please see the [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/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S



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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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