

Office Administrator, Clinic Programs (4263C), Berkeley
Law - 67446
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238667>

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Posted Jul. 22, 2024, set to expire Nov. 3, 2024

Job Title	Office Administrator, Clinic Programs (4263C), Berkeley Law - 67446
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 22, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
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Apply By Email

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

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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.

Departmental Overview

UC Berkeley's School of Law is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. The law school is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national and global import. Currently ranked among the top law schools in the country, the School of Law has ambitious development goals as it looks to continue producing leaders in law, government, and society.

At Berkeley Law, we are committed to excellence in education and scholarship, as well as equality of opportunity. We believe we have a responsibility to use our substantial intellectual capital to help solve real-world problems and to create a more just society through clinics, research, and policy engagement. We believe that a Berkeley Law degree is a tool for change, both locally and globally, and that we should be educating the leaders of tomorrow. We maintain an environment that nurtures academic and personal growth, respects a diversity of ideas, and stimulates independent thought and critical reasoning.



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Berkeley Law's clinics-eight in the community, six in the law school-are directed by full-time faculty members who are highly regarded experts in their fields. Classroom seminars provide students with the necessary foundation in relevant law and practice, while hands-on casework for clients builds critical lawyering skills. The Clinical Program is a working law office within the law school and the in-house Clinics include the Death Penalty Clinic (DPC), the Environmental Law Clinic (ELC), the International Human Rights Law Clinic (IHRLC), the New Business Community Law Clinic (NBCLC), the Policy Advocacy Clinic (PAC), and the Samuelson Law, Technology & Public Policy Clinic (SLTPPC).

Mission Statement:

The mission of Berkeley Law's Clinical Program is to advance racial, economic, and social justice through three interrelated activities:

1. Teaching:

Preparing law students to address pressing societal problems and to become highly-skilled, responsible and reflective legal practitioners.

2. Service:

Providing first-rate legal services to underrepresented individuals, marginalized communities and public-minded organizations - locally, nationally and globally.

3. Research:

Producing cutting-edge, interdisciplinary research to support litigation, inform public policy and increase the effectiveness of our teaching and service.

The position involves managing or performing the administrative management and the full general operations of the Clinical Program, a medium-sized academic organization functioning as a law firm within the law school. The Office Administrator will work alongside other office administrators to support the overall program and six independent in-house clinics with approximately 20+ faculty and staff members and 100+ students each semester. Administrative services include activities in finance and faculty support and may also include IT, facilities, or student services.

Application Review Date

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The First Review Date for this job is: Thursday, May 2, 2024

Responsibilities

- Serves as one of the Clinical Program's purchasers and is responsible for processing reimbursements.
- Purchases all travel for faculty and students through the university's Direct Bill system.
- Responsible for Clinic purchasing with a university bluCard and event planning card.
- Processes reimbursements related to Clinic travel, events, and general expenses.
- Consults with internal and campus-wide financial experts to create guidelines on best practices in financial management and purchasing.
- Functions as a resource on issues such as researching complex financial discrepancies, escalated customer service problems and vendor concerns.
- Assesses and recommends changes to maintain compliance with federal and state requirements and internal campus policies.
- Participates in the development and revision of the Clinical Program operating procedures and guidelines.
- Researches and resolves vendor issues as required.
- Conducts high-level administrative activities which may include some of the following functions: facilities, clinic suite maintenance, and event planning, student services, communications, informational technology inventory and security, client confidentiality, correspondence, and scheduling.
- Manages general office administrative operations for the Clinical Program office including front desk reception.
- Serves as the administrative point of contact and responds to all general inquiries; ensures that records and information are current and accurate; liaises with IT/Media/Facilities on program needs; administers program and administrative support for Clinical faculty teaching, research and service needs; tracks alumni; affiliations. Tasks are of moderate scope and complexity and require exercising independent judgment within the defined guidelines and practices to determine appropriate action.
- Delegates work as needed to student assistants and reviews student work product.
- Under the supervision of the Director of Administration, plans and administers all Clinical Program events, roughly 1-2 a week.
- Under the supervision of the Director of Administration, oversees the program's application and enrollment process and independently works to resolve conflicts.
- Develops and implements program orientation and training materials and ensures that students are appropriately on-boarded and informed regarding Clinic procedures.
- Updates and maintains Clinical Program bCourse (seminar) pages.

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- Assists with administrative duties related to faculty tenure and promotion packages.
- May be responsible for notary duties, including but not limited to witnessing the signing of documents and administering oaths to people who are signing the document, for the Clinical Program.
- Assists with exam proctoring and clerkship letters.
- In partnership with the Communications and Development Officer, develops marketing and publicity materials and participates as backup for updating web content:
- Occasionally develops fliers, publicity materials, templates, and correspondence for the Clinical Program and for individual clinics,
- Occasionally updates Clinical Program website and Clinic social media.
- Engages in professional development and training opportunities as needed.
- Performs additional duties as assigned.

Required Qualifications

- Knowledge of a variety of administrative operations activities such as events planning, website management, finance, and accounting.
- Excellent computer skills, including proficiency with MS Office, Google Suite, and video conferencing platforms with the ability to learn new computer programs and software systems.
- Solid communication and interpersonal skills to communicate effectively and diplomatically with all levels of staff, both verbally and in writing.
- Ability to work with diverse populations with diplomacy, poise, and tact.
- Solid organizational and time management skills with the ability to prioritize and exercise initiative to effectively execute multiple projects with competing deadlines.
- Ability to use sound judgment in responding to issues and concerns.
- Strong attention to detail.
- Ability to work independently, as well as a team member, and to establish and maintain effective working relationships.
- Ability to problem solve.
- Excellent customer service orientation.
- Ability to use discretion when dealing with sensitive information and maintain all confidentiality.
- Demonstrated commitment to and understanding of diversity, equity, inclusion, and belonging (DEIB), and ability to apply and integrate core concepts of DEIB into everyday practice.
- Commitment 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.
- Demonstrated a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our

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community.

- Ability to work at occasional evening events.

Education/Training:

- Bachelor's degree in related area and / or equivalent experience / training.
- Prior administrative and/or office management experience.

Preferred Qualifications

- Working knowledge of and/or ability to learn common campus-specific and other computer application programs.
- Expertise in social media outreach.
- Graphic design skills.
- Basic to intermediate knowledge of WordPress and Canva.
- Knowledge of fundraising processes.
- Knowledge of contracts and grants regulations and guidelines.
- Spanish language skills.

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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 \$32.26 (step 4.0) - \$35.29 (step 8.0).

- 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 up to 20% remote capability.

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.

Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied



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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>.

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/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

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Contact Information

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

Contact

N/A

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