

Administrative Officer (7377U), Center for Educational
Partnerships - Puente Project - 70300
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238676>

Downloaded On: Jul. 23, 2024 11:25pm

Posted Jul. 23, 2024, set to expire Nov. 3, 2024

Job Title	Administrative Officer (7377U), Center for Educational Partnerships - Puente Project - 70300
Department	Puente Project
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 23, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources Finance/Investment Management
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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

Since 1981, the Puente Project has led the state in providing equitable instruction, academic counseling, and mentoring to support students marginalized by the educational system. Its mission is to increase the number of educationally underrepresented students who enroll in four-year colleges and universities, earn college degrees and return to the community as mentors and leaders to future generations.

The Puente Project is an inter-segmental program co-sponsored by the University of California and the California Community College Chancellor's Office. The Program is headquartered at UC Berkeley and housed within the Center for Educational Partnerships (CEP).

Application Review Date

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The First Review Date for this job is: Friday, June 28, 2024

Responsibilities

ADMINISTRATIVE OPERATIONS

- Provides leadership and professional expertise for unit and campus leaders, including engaging in research, compiling and summarizing complex and/or highly sensitive issues, policies, and topics, and providing background information, talking points, and briefing materials for executives like the Puente Executive Director (ED) and Executive Team.
- Accurately reflects Puente's positions on issues, practices, and services.
- Responds to a wide variety of questions and issues from faculty, staff, students, and the public on behalf of the ED, including those highly sensitive in nature.
- Drafts department-wide communications for review by ED.
- Develops and broadcasts departmental, divisional, Enrollment Management, campus partners, and other system-wide communications, agendas, meetings, and follow-up.
- Develops presentations, briefings, correspondence, and other materials.
- Develops and implements efficient and effective systems for managing information, projects, and communications to ensure accurate and timely responses by briefing the ED in a timely fashion about priorities and deadlines and the status of pending issues. This includes managing current priorities and scheduling with ED.
- Maintains a comprehensive database of initiatives and assignments, including actions delegated to other offices. Monitors and provides status reports on ongoing projects and high school and community college outreach efforts.
- Coordinates information from other departments and tracks to ensure completion with sufficient time for the ED review before meetings.
- Functions as the gatekeeper, understanding the requirements of the ED, prioritizing issues according to urgency, and allocating time accordingly.
- Handles the details of complex and highly sensitive matters, prepares responses to urgent divisional requests, and independently investigates issues and problems on behalf of the ED.
- Plans and administers all logistics for staff departmental and executive meetings, including annual retreats and events, including scheduling, participant communication and interface, maintaining distribution lists, securing room reservations, arranging catering/travel, preparing and distributing materials, AV/Technology, zoom support, and related tasks.
- Manages department requests for Executive and/or AVC approvals.

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STRATEGIC PLANNING & ADMINISTRATION

- Provides direct analytical support to the ED and Directors to improve operational planning, administrative processes/policy development, and budget, focusing on better utilization of departmental resources.
- Establishes and maintains strong working relationships with all levels of constituents, both internal and external to the University, requiring a high level of discretion and diplomacy. May occasionally assist Directors or staff in the unit with scheduling meetings as requested.
- Applies professional concepts to perform analysis of data and programs to moderately complex projects, policies, and/or processes and functions, including performing analytical studies on various policies and issues within the program.
- Using appropriate research methodology gathers and assembles analytical and factual data on assigned programs and issues to evaluate current and proposed services. Recommends potential solutions and approaches.
- Using subject matter knowledge collects and prepares information in the most effective presentation format that synthesizes generally complex data and issues into easy-to-interpret.
- Makes high-level contacts of a sensitive nature, internally and externally, requiring discretion and diplomacy to negotiate with or persuade officials to adopt the proposed solution or program/process recommendations.
- Prepares confidential reports for senior staff, UCOP, CCCCCO, and other systemwide officials. Researches, compiles, and summarizes issues, policies and topics; provides background information, talking points, and briefing materials for PLT.
- Supports fundraising and grant development by researching funding sources and communicating with program directors about grant opportunities to support expansion initiatives.
- Assists with proposal writing, logistic support, and liaising with other campus units related to preparing project proposals.
- Contributes to end-of-year narratives to donors. Conducts ongoing analysis of donor, sponsor, and alumni initiatives.
- In collaboration with the ED and the BigGive Committee, assists in the annual Big Give development plan and completes corresponding tasks that may involve meeting attendance, website development, branding, and marketing.
- Leads and/or participates in complex policy and planning committees and working groups, which may include senior campus management, faculty, and/or external constituents.
- Organizes ad hoc committees appointed by the ED on various issues. Prepares written reports of actions taken and decisions made for dissemination.
- Using subject matter knowledge, collects and prepares information for discussions and meetings

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of high-level management and external constituents.

HUMAN RESOURCES MANAGEMENT

- Guides ED on human resources (HR) projects including, but not limited to, reclassifications, salary adjustments, restructures, recruitments, and mandatory trainings, including meeting deadlines for ED's activities (quarterly performance evaluation deadlines, systemwide compliance training, across-the-board policy changes).
- Coordinates the review/approval of ED's HR transactions, managing workflow. Provides support to ED in preparing HR justifications/rationales, exceptions, and staffing/salary changes that need to be reviewed.
- Coordinates interview committees for upper-level Puente staff recruitment. Communicates timeline, expectations, and mandatory training in preparation for interviewing. Informs and supports recruitment close-out process.
- Utilizing UC business systems, such as JDX, ServiceHub, Student Affairs Position Control (SAPC), and BearBuy, tracks workflow of transactions/approvals.

EXTERNAL RELATIONSHIPS

- Working with board leadership facilitates activities of the Puente Advisory Board, including, but not limited to, scheduling quarterly or ad hoc board meetings with members (depending on availability), distribution of invitations to special events, or request representation with certain constituencies, as needed.
- Develops and broadcasts Puente Advisory Board communications, agendas, meetings, and follow-ups.
- Designs and distributes all relevant meeting materials and documents and provides meeting minutes for the Board.
- Prepares written reports of actions taken and decisions made for dissemination
- Plans and administers logistics for Board meeting locations and annual retreats; secures venues, contracts, insurance, etc.

SPECIAL PROJECTS

- At the ED's direction, complete various other special projects and assignments.
- May be required to travel regionally as well as to Southern California and/or out of state to provide analytical support to ED at events and program sites.

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- Attends classes, seminars, and conferences that enhance expertise and professional development.

Required Qualifications

- Thorough knowledge of and/or ability to learn University rules and regulations, processes, protocols, and procedures for budget, accounting and fund management, and/or personnel management.
- Interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising and counseling skills.
- Knowledge of various administrative and operational activities such as event planning, basic fundraising processes, risk management planning, website design, accounting and payroll, and contracts and grants regulations and guidelines.
- 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.
- Solid knowledge of and/or ability to learn common University-specific computer application programs.
- Ability to use discretion and maintain confidentiality.
- Strong skills in short-term planning, analysis, problem-solving, and customer service.
- Thorough knowledge of financial analysis, reporting techniques, and/or human resources policies and procedures for staff and academic employees.
- A high level of proficiency with Microsoft Office Suite, Google Suite applications, calendaring/registration systems, and the ability to learn other software and systems as required.

Education/Training:

- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Working knowledge of and/or ability to learn common campus-specific processes and purchasing procedures.
- Knowledge of academic environments, campus facilities, and resources.
- Knowledge of and/or ability to learn about the Puente program model and structure.

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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 full pay scale for this job classification is \$77,600.00 - \$140,400.00. The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$78,000.00 - \$99,500.00

- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.

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.



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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.

#TA-MC

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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