

Executive Assistant (7385U) - 69182 University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238716>

Downloaded On: Jul. 27, 2024 12:15pm

Posted Jul. 24, 2024, set to expire Nov. 3, 2024

Job Title	Executive Assistant (7385U) - 69182
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 24, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/5385273

Apply By Email

Job Description

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Executive Assistant (7385U) - 69182

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

The UC Berkeley Office of Legal Affairs (OLA) offers timely legal advice to campus leadership, faculty and staff, seeks to anticipate and offer creative solutions to legal problems, works to resolve legal disputes, and advocates on behalf of the campus. OLA also serves as liaison between the campus and the UC Office of General Counsel in Oakland. OLA strives to be a valued and trusted partner, recognized for creativity, expertise, service orientation, and commitment to UC Berkeley's mission and values.

Position Summary

Provides administrative support to the Chief Campus Counsel. Performs and/or oversees special projects or assignments that are sensitive or complex in nature, requiring a high level of independence and initiative in execution and implementation. Handles details and oversees work of a highly confidential and critical nature to support the executive on matters of significance.

Application Review Date

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The First Review Date for this job is: 05/31/2024.

Responsibilities

Scheduling

- Performs scheduling duties and calendar management for the Chief Campus Counsel. Screens and analyzes the substance of scheduling and/or project issues and judges the priority of incoming information and requests.
- Functions as the gatekeeper, understanding the requirements of the Chief Campus Counsel, in order to prioritize issues according to urgency and to allocate time accordingly.

Communication

- Answers the Office of Legal Affairs phone and voicemails; responds to general email, correspondence, and phone inquiries and forwards to appropriate staff members for resolution.
- Responds to a wide variety of questions and issues as appropriate.
- Coordinates communications between outside counsel, OGC, OLA and campus clients as needed.
- Supports high volume of top-level information, correspondence, and requests that are received

Administrative Support

- Provides administrative support as requested including but not limited to scheduling meetings, reserving appropriate meeting space, and communicating to attendees, etc.
- Provides full administrative and logistical support to the OLA team for meetings and events. This includes, but is not limited to, scheduling, room reservations, participant communication, materials preparation, catering coordination, AV support, and room set- up and breakdown.
- Provides administrative support to the Chief Campus Counsel team for travel accommodations and/or registration for conferences and meetings. Processes and tracks travel and expenditure (T&E) payments and other reimbursements.

Researches, complies, and synthesizes complex and/or highly sensitive information to prepare executive briefings, reports, and summaries.

Other duties as assigned.

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Required Qualifications

- Interpersonal communication skills to include verbal and written, active listening, critical thinking.
- Positive attitude and demonstrated ability to work successfully with diverse populations.
- Ability to take initiative and work well both independently and as part of a team.
- Knowledge of a variety of administrative operations activities such as office management, event planning, and executive support.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Advanced knowledge of the organization's processes, protocols and procedures.
- Small to mid-level project management skills.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly 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.

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 \$77,600.00 - \$100,000.00.

How to Apply

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

Other Information

- 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.

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=5385273&targetURL=U.S. Equal Employment Opportunity Commission poster.

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

The [University of California's Anti-Discrimination policy](#).

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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 applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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