

Administrative Officer 2 (4263C) - Mechanical Engineering
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=239095>

Downloaded On: Aug. 10, 2024 9:17am

Posted Jul. 29, 2024, set to expire Nov. 1, 2024

Job Title	Administrative Officer 2 (4263C) - Mechanical Engineering
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 29, 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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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

The College of Engineering at UC Berkeley is recognized for its educational and research excellence, consistently ranking among the top three Engineering colleges in the United States. With more than 220 regular faculty members, 1,600 graduate students and 2,700 undergraduate students located in seven academic departments, Engineering is the second largest college on the Berkeley campus.

The Mechanical Engineering Department consistently ranks as one of the top mechanical engineering departments in the world. The Department consists of 48.50 faculty, 24 career staff, and approximately 1350 graduate and undergraduate students.

The Administrative Officer is responsible for providing a high-level of comprehensive administrative, special project, marketing, scheduling, calendaring, and event management support to the Department, particularly the Department Chair. This position will have a matrix-like reporting structure.

Application Review Date

The First Review Date for this job is: July 19, 2024 - Open Until Filled

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Responsibilities

50% Executive level administrative support

Provides executive level administrative support and assistance to the Department Chair Department Manager, Academic HR Manager, including management of the immediate office of the Chair. General administrative support such as calendaring. Ensures that daily administrative operations run smoothly for the Chair's front office. Provides front-line customer service to faculty, students as well as visitors and high-level guests of the Department. Facilitates interactions with the department's External Advisory Board. Plans and coordinates local and off-site conferences, Departmental events, seminars, workshops, banquets, and information sessions; attends to logistical arrangements including site selection, catering, travel arrangements, collects, reviews and prepares travel receipts and parking for participants; manages registration and participant list; prepares and distributes communications or meeting materials.

25% Administrative Support

Responsible for copiers and supplies maintenance, mail, reimbursements, sets-up and maintains relationships with vendors. Oversight of storeroom. Incoming and outgoing mail. Maintains the lounge coffee room and order supplies, including calling in maintenance of coffee machine. Provides front-line customer service. Places purchasing orders. Handles scheduling for all conference rooms.

20% Other

Independently develops and implements protocols to streamline the planning process for regular events. Manages complex agendas and meetings for protocol visits. Develop and implement event budgets. Contributes to and participates in the long-range unit event. Prepares and/or assists in the creation of flyers, posters, invitations, programs, signage and other forms. Responsible for logistical arrangements including site selection for annual faculty retreat and other annual departmental events. Serves as Faculty Assistant for the Department, photocopying assignments. Special projects and other routine administrative tasks.

5% Professional Development

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Ability to use sound judgment in responding to issues and concerns.
- Solid communication and interpersonal skills to communicate effectively with all levels of staff

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verbally and in writing.

- Solid organizational skills and ability to multi-task with demanding time frames.
- Working knowledge of common organization-specific and other computer application programs.
- Ability to use discretion and maintain confidentiality.

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 \$31.43 (Step 1) to \$38.46 (Step 10) hourly. This is a 100% FTE career position eligible for full benefits. This is a biweekly paid position that is eligible for overtime (Non-exempt).

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](#).

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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

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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