

Administrative Coordinator (4263C) - 70750
University of California, Berkeley

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Posted Jul. 25, 2024, set to expire Nov. 3, 2024

Job Title	Administrative Coordinator (4263C) - 70750
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 25, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Fiscal Services Administrative Support/Services
Apply Online Here	https://apptrkr.com/5384106
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,

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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

Berkeley Social Welfare is one of the nation's leading social work graduate programs. As part of the world's top ranked public university, the School of Social Welfare is producing new knowledge for the common good and training the next generation of social work thought leaders dedicated to serving society's most vulnerable members. Known for combining rigorous scholarship with outstanding education, the School of Social Welfare offers MSW and PhD programs as well as an undergraduate major. Since 1944, the School has prepared nearly 12,000 social work professionals for leadership positions in the public and nonprofit human service sectors. Berkeley Social Welfare graduates are dedicated to meeting the growing needs of marginalized, underserved and other vulnerable populations.

Position Summary

This position provides the reception and administrative support core of the School of Social Welfare.

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Primary contact for all faculty/instructors. Supervises non-exempt staff related to reception, program support, and faculty support. Hires, trains, supervises, evaluates 4-6 student assistants so that the business needs of the School of Social Welfare are met and that quality of their work is maintained. Serves as gateway for faculty to receive support. Assists supervised employees execute their duties and evaluates for efficiency and accuracy.

In the performance of all duties, the incumbent interacts in a professional manner with customers, students, faculty/instructors, staff and the general public in an academic environment. As the receptionist and support coordinator, attendance and punctuality are very critical aspects of this position to provide required customer service for students, faculty, staff, and the public.

Application Review Date

The First Review Date for this job is: 07/21/2024.

Responsibilities

Program Expense Coordination

- Serve as a resource to assist faculty, staff, and students with correct submission of expense requests including the correct form and required supporting documentation. Obtain assistant dean, dean, principal investigator or chair-holder authorization when applicable.
- Provide expenditure transaction services by performing various system roles. Serve as BearBuy Cart Submitter, Profile Manager in the Berkeley Financial System (BFS), and Travel, Entertainment, and Expense Preparer in the Reimbursement System for SSW. Acquire and maintain solid working knowledge of BearBuy, BFS, CalAnswers Financials, Campus Solutions Student Information System, ConnexxUC, and Reimbursement system.
- Prepare BearBuy carts for expense transactions that include a high volume of out-of-pocket purchases, as well as various direct to vendor purchases for software, computer supplies, equipment, equipment maintenance agreements, office supplies, professional services agreements, memberships, honorarium, hotel conference contracts, research participant payments, faculty moving expenses, and other miscellaneous expense transactions.
- Provide faculty and staff with general policy, process and system support for travel reimbursements.
- Act as the primary BluCard and Event Planner Card holder. Serve as reconciler for card purchases and back-up reconciler for other SSW cards.
- Acquire working knowledge of all funds and chartstrings for SSW which include multiple department IDs, program codes, and chartfields for expense transaction purposes. Act as

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department liaison with Berkeley Regional Services (BRS) to resolve rejected cart issues and delayed payments. Assign new vendor requests to administrative support staff for setup and processing.

Primary Receptionist and Coordinator of Front Desk Support Team

- Serves as primary receptionist and oversees staffing of the reception support team that includes a student pool. Responsible for hiring, training, and scheduling student workers to maximize coverage. Manages the work of the administrative student pool. Evaluates and quality checks work.

Front Desk Support Team Duties

- Greet visitors, answer phones, take messages, screen and direct walk-in inquiries as needed. Monitor and respond to incoming inquiries to shared front desk team email.
- Provide general University and School policy and procedures to students, staff, faculty, and the public. Provide general administrative support to Dean's Office and Instructional staff, and provide administrative support to guests and visitors.
- Handle mail distribution and coordinate outgoing mail and shipments as needed.
- Maintain various department lists: faculty and staff directory, emergency contact list, etc. Oversee conference room scheduling process and guidelines and room reservation requests from external groups. Check rental AV equipment in/out, provide basic AV support in classrooms/conference rooms.
- Works closely with IT Analyst to coordinate computer equipment purchases, manage inventory, and workstation setup requests.

Develops, revises and oversees implementation of the School's Administrative and Operational Procedures Manual

- Coordinates school-wide communications regarding internal administrative topics and external notices and alerts.
- Maintain SSW resources website pages. Edit policy and procedures as changes occur. Revise, update, and redesign forms as needed and upload to website.

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Financial Support

- Deposit checks and donations as received.
- Acquire and maintain solid working knowledge of CalAnswers Financials, Campus Deposit System (CDS) and Berkeley Financial System (BFS).
- Oversee the maintenance of SSW accounting files. Coordinate and train student support and clerical personnel in the file maintenance of required expense transaction documentation and the creation of new files for upcoming fiscal year. Maintain archive and confidentially destroy old files as per retention policy.
- Other duties as assigned.

Required Qualifications

- Ability to use sound judgment in responding to issues and concerns, including knowing when to escalate issues.
- Solid communication and interpersonal skills to communicate effectively with all levels of staff, faculty, students, donors, guests, and the general public verbally and in writing.
- Ability to set priorities, meet constant deadlines, follow-through on tasks and commitments, interact effectively with diverse groups and work independently and as a member of a team.
- Possess problem identification, problem solving, and reasoning skills.
- Ability to use discretion and maintain confidentiality, especially regarding student and financial information.
- Solid working knowledge of common office tools such as the Google Office Suite and Microsoft Office tools.
- Familiarity with or willingness to learn common campus applications such as BearBUY, BFS, UCPath, CDS, SIS, CalAnswers, etc.
- Bachelor's degree in related area and/or equivalent experience/training.

Salary & Benefits

This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid hourly and eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the

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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) - \$41.15 (Step 13).

How to Apply

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

Other Information

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

- This is not a visa opportunity.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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.

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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 https://apptrkr.com/get_redirect.php?id=5384106&targetURL=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

jeid-54bff363160cc54e819d817a466beb00

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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