

Program Assistant (4722C) 70762
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=239104>

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

Job Title	Program Assistant (4722C) 70762
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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Program Assistant (4722C) 70762

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

Works in the administrative cluster supporting East Asian Languages & Cultures, the Group in Buddhist Studies, South and Southeast Asian Studies, the Group in Asian Studies, the Group in Ancient History and Mediterranean Archaeology, and Ancient Greek and Roman Studies comprising approximately 50senate faculty, 50 lecturers. 8-10 postdocs, 10-15 visiting scholars.

Position Summary

This position is located in the heart of the administrative cluster, and is responsible for reception, organization, and support of the cluster's programs. Under minimal supervision from the Faculty Support Unit supervisor, the Program Assistant is the first point of contact for the administrative needs of the faculty group assigned. Provides faculty, lecturer, seminar, accounting, and research and expense account support, project management, web page and online calendar maintenance, and other duties as needed/assigned.

Application Review Date

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The First Review Date for this job is July 21, 2024

Responsibilities

Office Reception

- Answers and directs telephone calls; manages office email accounts; receives visitors, directs guests, responds to walk-in inquiries from faculty, staff, students, and public.
- Manages department-level email accounts & directs emails to responsible party or answers directly.

Mail services

- Handles distribution of incoming mail and deliveries, outgoing mail, courier deliveries and pickups.
- Responsible for public-facing signage maintenance & updates - physical mail boxes, message boards, offices, and lounges.

Telecommunications, Office Equipment & Supplies

- Maintains cluster equipment inventory; Copying and shredding (large scale) for faculty and staff; office computers & laptops, copy-code access and de-authorization; property pickups for terminations.

Facilities and Physical Plant

- Controls key distribution and collection, keycard access & de-authorization.
- Initiates service and repair orders with physical plant; coordinates facility renovations, office moves; furniture moves; equipment removal; End-of day lockups.

Events

- Coordinates, attends, and may breakdown large, complex conferences/meetings/programs with faculty and staff on room reservations, parking, catering, publicity for multiple graduations, symposiums, conferences, workshops, receptions, prospective graduate student visits, interviewees.

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Financial Services Backup

- Preparation and entry of POs, requisitions, financial journals, change orders, travel & entertainment, reimbursements, honorarium, BearBuy receipts, Connexus.

Student Services Support

- Handles book orders, readers, publisher desk copy requests, vendor contract, course evaluations, maintains department averages, and converts paper files to PDFs.
- Other work as assigned by manager.

Required Qualifications

- Thorough knowledge in administrative procedures and processes including word processing, spreadsheet and database applications.
- Good verbal and written communication skills, active listening, critical thinking, multi-task and time management skills.
- Interpersonal and work leadership skills to provide guidance to other nonexempt personnel.
- High School Diploma 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 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

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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 \$29.63 (Step 1), \$38.85 (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.

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



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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.

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

jeid-8d15f7f7b9278c4b8f5754a831029541

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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