

(Limited) Administrative Assistant (4722C) University
Health Services 70774
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=239187>

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Posted Jul. 26, 2024, set to expire Nov. 6, 2024

Job Title	(Limited) Administrative Assistant (4722C) University Health Services 70774
Department	University Health Services
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/5396709

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, 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 up to 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

University Health Services (UHS) serves the campus by providing a comprehensive campus-based health center providing fully accredited primary medical care, counseling and psychological services and innovative health promotion programs for students, faculty and staff. The UHS provides on campus medical and mental health care and coordinates off-campus care through a network of community specialists and hospitals. Departments serving students include general medical, specialty and urgent care clinics, counseling and psychological services, laboratory, pharmacy, physical therapy, radiology and health promotion.

Application Review Date

The First Review Date for this job is: 7/24/24. This job will remain open until filled.

Responsibilities

- Clinical Operational Support: Provides administrative support to running clinical operations for

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Employee Assistance and Elder Care which includes client scheduling, check-in, reception, phone and email correspondence, coordinating clinician schedules and supporting clinicians with administrative requests etc.

- Manages databases, operational processes, forms, and job-aids for clinical operations for Employee Assistance and Elder Care which included but is not limited to Premier Client Database and Scheduler, Provider Database, Unit Policy and Protocol Manuals, Peer Review Process, Behavioral Health Guide, Counselor Job-Aid, and all compliance requirements from UHS, UC, professional boards, etc.
- Updates, educates, trains, and communicates routinely both verbally and in writing to all clinical and program staff regarding all operational needs, changes, updates, etc.
- Maintains, documents, and communicates all confidential information with the highest level of sensitivity and in compliance with all policies and laws
- Program Support: Provides high level support to the Director of Be Well at Work and program administrative support for the Be Well at Work staff in the coordination and delivery of all Be Well at Work programs, which includes but is not limited to program materials, workshops, committees, initiatives, meeting agendas/notes, surveys, scheduling, the Learning Center, securing space, invoice and billing, ordering supplies, vendor/presenter coordination, hiring/orientation etc.
- Develop, manage, and update website and other outreach, training and informational activities, manage all program e-list memberships, create educational materials for database and technology updates, and train staff as needed.
- Provides advanced level support to BWA staff for computer applications i.e. MS Office Suite, Adobe Suite, bConnected Suite, Constant Contact, HTML, etc.
- Tracks data and generates reports across BWA programs as needed including utilization data, survey data, compliance data, impact data, budget/finance related data, etc.
- Responsible for supporting the PI and working with the Sponsored Projects Office, the Department of Energy, and LBNL to administer the Employee Assistance contract with Lawrence Berkeley National Laboratory in compliance with all UC, state, and federal guidelines.
- Build relationships, communicates and coordinates with other UHS and campus administrative and operational units (i.e. IT, shared services, HR, UHS Admin, etc.) to ensure BWA program needs are handled efficiently and correctly.
- Other duties as assigned.

Required Qualifications

- High school diploma or equivalent experience
- Ability to handle sensitive information and maintain confidentiality and use sound judgement in responding to issues and concerns

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- Demonstrated ability to manage projects effectively and within deadlines
- Advanced computers skills with calendaring programs and Google and Microsoft Office suite: Chrome, Excel, PowerPoint, Word and Access
- Strong Communication Skills to communicate effectively with all levels of staff, both verbally and in writing, including editing and grammar
- Strong interpersonal and customer service skills, tact, and diplomacy
- Ability to complete work in an environment with frequent interruptions
- Must be able to take initiative and work in a collaborative manner as part of a team
- A penchant for detail and commitment to accuracy

Preferred Qualifications

- Bachelor's degree in a related area and/or equivalent experience/training
- Work or volunteer experience within a mental health or other healthcare setting, with a demonstrated ability to handle sensitive information, use discretion and maintain confidentiality
- Familiarity with campus resources
- Familiarity with Constant Contact, basic HTML, basic VBA, the Adobe Creative Suite. website design, updating, survey tools, and report formatting

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 hourly range that the University reasonably expects to pay for this position is Step 3.0 \$31.02 - Step 10.0 \$36.34.
- This is a 900-hours, 100%, full-time (40 hours per week), limited (temporary) position that is not eligible for UC benefits.
- This position is non-exempt and paid bi-weekly.

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How to Apply

To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.
- 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>.
- Your employment is dependent on obtaining and maintaining a credentialing clearance (if applicable), background clearance and medical clearance according to University Health Service policies.

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 [U.S. Equal Employment Opportunity Commission](#) poster.

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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

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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