

Administrative Assistant (4723C), Helen Wills  
Neuroscience Inst - 71235  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242504>

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Posted Aug. 1, 2024, set to expire Nov. 28, 2024

<b>Job Title</b>	Administrative Assistant (4723C), Helen Wills Neuroscience Inst - 71235
<b>Department</b>	Helen Wills Neuroscience Institute
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 1, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	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](http://grow.berkeley.edu).

### Departmental Overview

The Helen Wills Neuroscience Institute (HWNI) is the nexus for campus-wide multidisciplinary neuroscience research at UC Berkeley. Our over 70 faculty members come from 12 different academic departments. This unique cross departmental structure brings together experts from a variety of fields to use the power of interdisciplinary research to achieve breakthroughs in the study of the brain and the rest of the nervous system and to drive the development of novel treatments and technologies.

We support our faculty in their individual research aims and foster opportunities for collaboration. To facilitate the work of our members and collaborators, HWNI sponsors major research initiatives and runs six innovative neurotechnology and research centers.

HWNI also trains the next generation of neuroscientists in cutting-edge approaches through our Neuroscience PhD Program. At any given time, we also train 150+ postdoctoral fellows who conduct research in HWNI faculty labs. We also have over 100 PhD Program alumni who work in a variety of careers across the globe. Our community is highly innovative, collaborative, and dedicated to

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answering important questions and solving pressing issues in neuroscience.

### **Position Summary**

This position provides administrative support to the HWNI Manager, HWNI Graduate Program Manager, and HWNI Executive Director. More specifically, this role provides support in event planning, office management, communications, and coordination of spreadsheets and documentation.

### **Application Review Date**

The First Review Date for this job is: 08/13/2024.

### **Responsibilities**

#### Event Planning

- Manages catering, space bookings, etc for meetings, seminars and other on-site HWNI events and occasional off-site events
- Coordinates events: books rooms, orders catering, manages invoices for meetings, seminars and one annual conference.
- Updates HWNI's communications and social media accounts: Twitter, Website, News, etc. in addition to crafting Graphic Design Projects
- Prepares correspondence and other written materials for department management and/or faculty requiring some specialized knowledge of the subject matter.
- Edits and proofreads written materials for content consistency.

#### Guiding Student Assistants

- Provides guidance to student assistants on procedures, practices, and implementation of policies, including those which are particularly complex--as well as direction to student assistants on office software program application.
- Works with excel and google spreadsheets.
- Compiles and assembles disparate spreadsheets using subject-matter knowledge of the material to ensure data results are consistent with the nature of the data.
- Applies specialized office software that may include Google Suite, Wordpress, Mailchimp, UC Berkeley specific systems, or similar programs.

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### Equipment management

- Coordinates and follows up on equipment management requests including site visits to tag, photograph and catalog equipment to prepare reports.
- Updates Equipment Management Database.

### Purchasing & Reimbursements

- Purchasing - office supplies, catering, refreshments.
- Travel and Entertainment Requests.
- Determines need for general office equipment and supplies.
- Orders supplies and keeps inventory.
- Manages and submits travel, entertainment and expense reimbursements.
- Manages facilities access requests.
- Triage administrative requests from staff, faculty and students and takes appropriate action or assigns to the appropriate personnel.

### Required Qualifications

- At least 2 years of relevant administrative assistant experience.
- Strong interpersonal and customer service skills.
- Collaborative team player comfortable with diverse groups.
- Advanced written and verbal communication skills.
- Effective problem-solving skills and proactive task management.
- Quick learner with the ability to adapt in dynamic environments.
- Maintain confidentiality and exercise discretion.
- Proficiency in producing high-quality documents and using software applications.
- Capable of working independently and within a team.
- Willingness to work across multiple locations.
- Experience with or ability to work in Google Suite, email, and calendaring systems
- High school diploma and/or equivalent certification 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.

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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 \$29.85 (Step 7) - \$34.96 (Step 14).

### 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.
- 100% in office through 90-day probation period. Remote work eligible after training, excluding special events.
- Exact remote work 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

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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=5480519&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5480519&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/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](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**



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N/A

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