

People Operations Generalist (7378U), International
House - 70984
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242568>

Downloaded On: Aug. 10, 2024 11:21am

Posted Aug. 2, 2024, set to expire Nov. 28, 2024

Job Title	People Operations Generalist (7378U), International House - 70984
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources
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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

Our mission: To foster intercultural respect and understanding, lifelong friendships, and leadership skills for a more just and peaceful world.

Position Summary

The job of a Technical Leader exists to provide expert guidance and strategic direction in the management and resolution of complex issues within an academic or non-academic department. By leveraging advanced administrative concepts and organizational objectives, the role ensures the effective administration of operations that are significantly complex and broad in scope. This position is crucial for formulating strategies, administering policies, and managing resources with a high degree of autonomy. The Technical Leader plays a key role in both short and long-term planning, requiring in-depth analysis and judgment to address unique problems. The role's existence is fundamental to avoid costly errors and significant delays in achieving organizational goals, ensuring smooth and efficient departmental operations.

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Application Review Date

The First Review Date for this job is: 07/30/2024.

Responsibilities

- Manages, plans, and administers a full range of administrative operations in a small to medium academic department, or a small to medium non-academic department or program, where operations are significantly complex in terms of budgetary funding, number of faculty, staff and students, and/or are broad in scope due to focus of operations (e.g., computer or wet lab space and equipment, fundraising, grant writing, etc.).
- This involves meticulously planning and executing a diverse array of tasks, specifically: organizing the hiring of 1710+ student workers at the beginning of each term. And following the full cycle of an employee from job posting to screening, to sending to hiring managers for interview, to receiving back their interview questions, from sending via BEARS Smart sheets the mass hiring of those student workers, to enabling their badge access to open doors at the I-House, to conducting the I-House specific on boarding, after having liaised with BEARS that the zoom on boarding required by UC and UC CalTime have been conducted. Ensuring their timesheets are corrected, to assigning or extending appointments. This is a massive project that requires thorough planning and flawless execution every term.
- Additionally, this role will oversee day to day operations of student workers sitting at the front desk where they need to be trained and enabled to operate a 24/7 housing operation with 614 residents, plus 300 non- I-House meal plan holders, and hosting events in the auditorium, and staffing 60 employees.
- Administrative operations include budgetary financial management and human resources and may include some of the following functions: IT, facilities, student services, recharge administration and / or contracts and grants.
- This role needs to understand how I-House specific systems like the Blackbaud Financial Edge works to place requisitions. Similarly, this role needs to understand the intricacies of the budget limits set by our own CFO, so that the hiring of student workers meets the fiduciary duties that have been committed to the board. This role needs to understand legal contracts with respect to hiring represented employees and student workers, as well as understanding commercial and legal binding responsibilities when dealing with vendors and placing P.O.'s over the I-House system. This role needs to ensure that front desk personnel student workers who answer queries do not commit the I-House to an unwanted liability. For instance, they need to be careful when answering questions about financial aid and costs for the resident.
- Develops and prepares complex budgets with multiple funding sources for grants, general appropriations, and endowments. Prepares short- and long-range planning for administrative

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services operations and improvements to processes.

- This role will provide input to all the budget owners based on the historical number of hours each department has scheduled for their student workers. This role also needs to keep an eye on the City of Berkeley minimum wage per hour, which has an impact to every single budget owner. This role needs to keep an eye on level of wages offered across different positions to ensure we attract the right talent for highly skilled roles, while not going over budget.
- Provides analysis for complex HR and Operations projects.
- This is a complex role that has 170+ student workers reporting into it, for which CalTime needs to be edited every two weeks. Watching out for time thieves and misconduct with punches is of importance and needs to be done with tact and respect. This role also oversees contingent workers who work for the 501(c)43. This role needs to understand HR and law for non-profit as well as for Union workers, as well for non-represented employees. Needs to be aware of UC specific policies. Be on top of required trainings, background checks and safety training. Coordinating the See Something Say something program. Partaking in regular meetings with UC Berkeley. Understand UC Path, JDX Builder, SARA requests, KRONOS and CalTime. I-House specific systems like StarRez, Dormakaba for room cards, Touchnet for meals, Verkada to access building and WhentoWork.
- Assists in hiring, staffing, training, recruitment, managing, developing, interviewing, scheduling student workers for key departments at I-House.
- Similar to above, this role is responsible to hiring 170 student workers every term, all done within 10 working days. Without the recruiting, hiring students, and managing those student workers, I-House wouldn't be able to operate. This role will also attend on campus recruitment fairs to attract enough talent pool to the I-House. This role will work with BEARS as the single point of contact for any hiring need both of student workers and represented employee, about 20, all year long.
- Performs administrative operations activities as predominant focus of position, with accountability for operational and budget processes, staff FTE, finance, human resources and space planning.
- Admin operations have been mentioned above already. There are about 10 different systems and over 20 different process that this role is responsible for so that the I- House has enough people to run their operations.
- Typically supervises support staff or small number of professional staffs within or outside the scope of main business activities (e.g., student services, facilities, etc.).
- This role will ensure that all processes and procedures to secure the building and safeguard the safety of our students are followed This will be achieved by
- maintaining documentation and supervising students' workers and represented employees to follow such documentation. Including following-up with the LYFT trainings, elevators training, there are enough vomit kits in the I-House, Fentanyl strips and similar materials provided by the

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health care workers. This role needs to understand UCPD procedures, Tang Center procedures, must ensure the health care workers are provided to us and a contract free of R&B is prepared for them, and that Admission secure a room for them.

- Applies advanced concepts to perform analysis to determine future resource allocations on projects.
- This role will prepare and read Power BI Dashboard reports to understand high peaks on season in the dining room and housing, so that we can anticipate the needs of hires for the different managers and departments that will all go through this role to get the hiring needs satisfied. By performing analysis and analytics this role can stay ahead of the curve, therefore having people ready to go, even before the department realized they are running short or late on their hiring/staffing.
- Represents the department on business issues to the institution community and serves on committees; Hiring Committee, Staff Council Committee, the Diversity Committee, the Robertson Leadership Center Committee, the Safety Committee, the Check-In-Check out Committee.
- Other administrative tasks; Hiring, coming up with processes to make efficient to submit job description in mass. Scheduling interviews. Manages, plans, and administers a full range of administrative operations at International House at UC Berkeley, an affiliated 501c3 organization.

Required Qualifications

- Advanced knowledge of and/or can quickly learn University rules and regulations, processes, protocols and procedures for budget, accounting and fund management, and/or personnel management.
- Advanced interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising and counseling skills.
- Advanced knowledge of a variety of administrative operational activities such as event planning, basic fundraising processes, risk management planning, website design, accounting and payroll, and contracts and grants regulations and guidelines.
- Advanced knowledge of and/or can quickly learn common University-specific computer application programs.
- Ability to use discretion and maintain confidentiality.
- Advanced skills in short- and long-term strategic planning, analysis, problem-solving and customer service.
- Advanced knowledge of financial analysis and reporting techniques, and/or human resources policies and procedures for staff and academic employees.
- Advance knowledge of and/or can quickly learn International House specific systems including Verkada, Starrez, Touchnet, Dormakaba.

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- Bachelor's degree in Business Administration, or Commerce, or Accounting, or Industrial Relations and/or equivalent experience/training.

Preferred Qualifications

- Knowledge of Microsoft productivity suite and smart sheets

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly 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 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 \$88,900.00 - \$95,000.00.

How to Apply

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

Other Information

- This is not a visa opportunity.



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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 https://apptrkr.com/get_redirect.php?id=5480878&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



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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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