

Administrative Assistant 3 (4722C), Berkeley Dining -  
71380  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242648>

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Posted Aug. 2, 2024, set to expire Nov. 29, 2024

<b>Job Title</b>	Administrative Assistant 3 (4722C), Berkeley Dining - 71380
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 2, 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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**Administrative Assistant 3 (4722C), Berkeley Dining - 71380**

**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](https://grow.berkeley.edu).

## Departmental Overview

In the Division of Student Affairs and under the Residential Student Services Programs portfolio, Berkeley Dining is a self-operated dining program focused on culinary excellence, social responsibility and supporting the living/learning environment of our customers. With more than 12,000 meal plan holders, Berkeley Dining serves over 5 million meals per year in 14 facilities with a combination of residential "all you care to eat" dining, retail "a la carte" dining, training table, early childhood meal production and catering. Berkeley Dining services the campus seven days per week, seventeen hours per day and is home to full-time, part-time, and student staff across multiple locations.

## Position Summary

Residential and Student Services Programs is part of the Division of Student Affairs under the direction of the Associate Vice Chancellor of Residential and Student Service Programs (RSSP). RSSP provides and manages residential student housing, residential life programs, custodial and maintenance services, capital and minor capital projects, self-operated dining services for

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undergraduate and graduate students and their families, as well as child care services for students, faculty, and staff. RSSP also conducts a year-round conference business, operates seven campus restaurants, and manages twenty-six faculty apartments. Cal Dining is a department in RSSP that has over 500 students, limited, and career employees and provides over 37,000 meals per day.

Under the direction of the Assistant Director, this position's primary function is to meet the administrative needs of Cal Dining while performing a variety of administrative functions, including: research, compiling and assisting in data analysis, writing/editing documents, coordinating and preparing presentations, calendar/meeting management, attending meetings, filing and other relevant tasks as requested. Manage documents. Takes notes, prepares written meeting minutes, and creates memoranda in proper business formats. Organizes meetings and supports professional search processes, assists in planning and facilitation of departmental trainings, collects items for signature, coordinates communication among departmental units, assists in coordination and analysis of various Cal Dining programs, coordinates travel arrangements and prepares travel-related documents. Assist other Cal Dining staff with specific projects as assigned through the Assistant Director.

### **Application Review Date**

The First Review Date for this job is: 08/14/2024.

### **Responsibilities**

General Departmental Administration:

- Provide primary administrative support and manage daily office operations for central Cal Dining.
- Coordinate communication among departmental units. Attend meetings as required or requested.
- Direct and train student employees on projects and processes.
- Organize, schedule, coordinate, and provide administrative support for recruitment processes.
- Create, proofread, edit, update, and ensure timely distribution of: various documents, correspondence, operational calendar, manuals (e.g. Cal Dining organizational standard operating procedures, administrative desk manual), directories, etc.
- Ensure above materials are in proper business formats, accurate, grammatically correct, and handled confidentially, as required.
- Greet, direct, and provide information in a professional manner via phone, in person, and online to students, staff, faculty, and visitors regarding: general information for Cal Dining/RSSP, meal plans, debit cards, Cal Dining website, etc. Coordinate the maintenance, cleaning, fueling, and use of central Dining vehicles. Pick-up and distribute mail.

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Purchasing/Recharges/Travel/Entertainment:

- Prepare, maintain, track, process, reconcile and correct errors in a timely manner for: travel and entertainment requests and reimbursement, recharges to other campus entities, transaction documents, financial reports (as requested), invoices, spreadsheets, etc. following appropriate University/departmental guidelines.
- Make low-value purchases for office supplies and related items.
- Follow up and resolve any problems related to the above. Coordinate and book travel and lodging arrangements.
- Determine and implement new methods for tracking and correcting procurement transactions that do not conform to UC Berkeley purchasing guidelines.
- Create procedures in order to ensure appropriate use.

Staffing Projects:

- Develop, track, coordinate, and maintain documentation, spreadsheets, databases, and computer systems related to staffing: employee transfers, academic year staffing, and summer scheduling and staffing, and performance evaluations.
- Drafts and distributes documents related to staffing in a timely manner to ensure compliance with bargaining agreements and operational timelines.

Calendar and Meetings:

- Coordinate all pre-meeting and post meeting activities such as: agenda items, background materials, room locations, transportation, notifications, equipment set up/take down, conference calls, catering, notes, follow-up on action items, and minutes.

Document Control:

- Develop and implement a document (both electronic and hard copy) control system in an effort to keep sensitive business and personnel records and files "up-to-date" with the most relevant and current information (as required by policy or statute of limitations).
- Organize, label/code, update and maintain departmental filing by pulling out-of-date information and redundancies.

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**Special Projects:**

- Collect and analyze data required for special projects as directed; interpret and appropriately disseminate findings. Independent assignments (such as uniform expense tracking and handbook creation), special projects (such as coordinating training programs) and other relevant duties as assigned.
- Professional development and other duties as assigned.

**Required Qualifications**

- Knowledge and experience gained in two or more progressive years of professional administrative, project, and fiscal experience in a professional office environment.
- Intermediate to advanced knowledge of PC based software (MS Office-Word, Excel, PowerPoint, Visio).
- Must demonstrate ability to learn University systems.
- Demonstrated skill to create presentations and appropriate business documents using said software.
- Knowledge and experience coordinating, troubleshooting and responding to customer service requests.
- Demonstrated record keeping and file management skills to organize, accurately document, and retrieve data in a variety of configurations (Hard Copy, Electronic, etc.); Detail orientated, takes initiative and has the ability to organize and maintain records.
- Knowledge of safe work practices.
- Excellent interpersonal and organizational skills.
- Demonstrated skill in scheduling meetings and coordinating multiple calendars with corporate time or similar software.
- Must have strong customer service skills.
- Effective oral (in person and/or by telephone) and strong written communication skills.
- Demonstrated writing skill.
- Use of correct grammar, spelling, and punctuation to compose and edit documents effectively.
- Excellent proofreading skills to review personal work as well as work of others.
- Ability to directly resolve problems through informal consultations and discussions at the lowest level possible.
- Ability to understand, interpret, and apply University rules, regulations, and policies.
- Ability to make independent decisions in solving issues while adhering to the University of California and Berkeley campus policies (once learned).
- Must be able to communicate clearly and effectively, both verbally and in writing, with staff, co-

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workers, campus staff in English.

- Must be able to listen as well as to provide information succinctly, clearly, accurately.
- Ability to manage numerous details simultaneously.
- Must have the ability to research special projects as assigned and summarize findings in written reports.

### Preferred Qualifications

- Knowledge of and/or can quickly learn BFS and BAIRS reporting systems.
- Knowledge of accounting and budget management in order to organize and present data, often in contrast/coordination with financial information using spreadsheets and other computer applications.
- Experience in organization budget preparation/accounting practices.
- Basic understanding or knowledge of the University environment, its mission, and operational needs.
- Knowledge and experience gained in two or more progressive years of professional administrative, project, and fiscal experience in a professional office environment in a college and/or university setting
- Bilingual.

### 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 range for a position. Salary offers are determined based on final candidate qualifications and experience.

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The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$29.63 (Step 1) - \$35.57 (Step 9).

### How to Apply

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

### Driving Required

- A valid driver's license and DMV check for driving record is required.

### 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



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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=5484808&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5484808&targetURL=U.S.EqualEmploymentOpportunityCommission) 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

N/A

University of California, Berkeley

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