

Front Office Coordinator (4722C) 71345
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242650>

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

Job Title	Front Office Coordinator (4722C) 71345
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)	Facilities/Maintenance/Transportation 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,

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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 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

The ISSA Administrative cluster is a complex, multi-faceted academic unit, which includes the Departments of Italian Studies, Scandinavian, and Slavic Languages and Literatures, as well as the Program in Celtic Studies. The cluster serves about 20 active senate faculty members, 20 Unit 18 faculty, 10-12 annual visiting scholars, 50 graduate students, and 2600 undergraduate students. It administers three distinct graduate programs (Italian Studies, Slavic, and Scandinavian). All four programs offer undergraduate majors (on 6 distinct tracks) and minors (9 tracks), with a total of approximately 50 declared majors at any given time. Annually the cluster serves a population of some 2600 students (Italian Studies-900; Slavic-800; Scandinavian-650; Celtic-250). The cluster has an annual budget of over 3 million dollars, with well over 80 separate funds.

Application Review Date

The First Review Date for this job is August 14, 2024

Responsibilities

- Lead staff member for physical space, access/security, and facilities: Oversee/track shipping,

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telephone, copy machine, and internet connectivity for the cluster, acting as IT liaison within departments when needed. Act as the Safety officer, including tracking and administration of office key distribution, unlocking doors for lock-outs, building access via CardKey (liaison with UCPD/Facilities Services), coordination of A/V equipment, management of department library access codes. Local/physical onboarding/orientation (keys, office arrangements, mailboxes) for new students, instructors, visitors. Liaison for copy machine maintenance, supplies, and user accounts. Determine needs and reassign general use office space each semester. Coordinate removal and salvage of equipment. Lead staff member for department seminar room and Zoom room inquiries and arrangements. Serves as building maintenance liaison with Campus Facilities, placing and tracking all work orders in collaboration with manager or financial coordinator when payment is required.

- Disseminates and oversees information about procedures, courses and events. Collect information and maintain all informational databases. Management of 25+ departmental listservs and mailing lists, and 7 bulletin boards. Collect, update and publish/post instructor office hours. Receive class and office hour cancellations and post signs when needed. Creation and distribution of event announcements via email listservs, web sites, and online campus Calendar Network, serving as the Access Coordinator. Plan and organize event receptions, including ordering catering.
- Coordinate with relevant co- sponsoring campus units for events.
- Main representative/point of contact to UC staff, faculty, students, visitors, other universities, and the general public (including international parties, donors, and local consulates). Greet visitors, answer three main departmental phone numbers/voicemail and main departmental email address, respond to initial inquiries (in collaboration with key faculty and staff when needed).
- Closely collaborates with Undergraduate Student Services Advisor: creates and publishes course promotion posters and social media/web site posts. Provides back-up support for scheduling, enrollment management, course catalog modifications. Assists with planning and participation of related activities and functions, including annual commencement ceremony and reception, CalDay, Transfer Day, Summer Opportunities Fair, A&H Open House, GBO, etc.
- Monitors and takes inventory of office supplies and AV equipment for faculty, students and staff; communicates purchasing needs/requests to financial coordinator. Oversees department stationery, orders business cards for new employees, orders campus mail and shredding barcodes, shipping supplies, etc., as needed. Confirms fund source with Financial Coordinator and Manager for independent purchases; collects documentation/receipts.
- Under the direction of the department manager, assists with various aspects of academic personnel actions. Assists in the compilation of annual outside activity reports. Assists with coordination of course evaluation process each semester, and with entering course evaluation data for faculty academic personnel cases. Helps to provide back-up support to fellow staff

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members when needed. Provides general miscellaneous support to faculty, students and visitors.

Required Qualifications

- Strong interpersonal skills to interact professionally and cordially with students, faculty, and the general public.
- Excellent oral and written communication skills in order to promptly and accurately convey information in a clear and tactful manner.
- Exemplary organizational skills for the maintenance of an orderly, systematic public office.
- Demonstrated ability to work independently and to prioritize duties amidst frequent interruptions and heavy public contact.
- Ability to recognize sensitive or confidential information and to secure/safeguard it as needed
- Ability to adapt to changing policies and technology; capacity for original problem solving and the initiative to learn new methods and procedures to accommodate and institute changes.
- Strong computer skills, including Word and Excel proficiency; experience with databases.
- High school diploma and/or equivalent combination of education/training.

Preferred Qualifications

- Knowledge of campus systems including bMail and bCal, or comparable institutional systems.
- Familiarity with Filemaker Pro and mail merge.

Salary & Benefits

This is a part-time (20 hours per week) career position. The position is expected to work onsite.

This position is eligible for the full range of 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 hourly range that the University reasonably expects to pay for this position is \$31.02 (step 3) - \$35.57 (step 9).

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>

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.

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.

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

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