

Executive Assistant to the Dean (7384U) 71771
University of California, Berkeley

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Posted Aug. 15, 2024, set to expire Dec. 12, 2024

Job Title	Executive Assistant to the Dean (7384U) 71771
Department	Goldman School of Public Policy
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 15, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services Communications/Public Relations
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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

Founded in 1969, the Goldman School of Public Policy (GSPP) embodies the intellectual rigor, entrepreneurial spirit, public mission, and social commitment characteristic of UC Berkeley. As a professional school of public policy grounded in scholarly practice, we mobilize the rich intellectual resources of the campus to provide a transformational academic and cultural experience that instills standards of excellence and a deep sense of pride in one's work, learning community, peers, and academic home.

GSPP consistently ranks among the top policy schools in the country, currently #1 in policy analysis and #2 in social policy according to U.S. News and World Report. GSPP helped define the art and science of modern public policy and pioneered the data-driven, evidence-based approach that remains our hallmark. The school offers three graduate degree programs, a doctoral program, an undergraduate minor, and several concurrent degrees. Goldman School faculty represent the top researchers in their respective fields-including economics, political science, law, social psychology, and engineering-and their expertise ranges from education policy to racial profiling to clean energy.

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Fundamental to GSPP's success is our culture, shaped by individuals from across the globe whose diverse perspectives and life experiences enrich our community. GSPP students, faculty, and staff are characterized by high quality work, exceptional talent and creativity, broad experience, and a shared commitment to our public mission, which is always at the forefront.

With the arrival of Dean David Wilson in July 2021, the school has embarked on an ambitious, forward-looking effort to grow our faculty, our student body, and our public impact to embody UC Berkeley's mission of public service.

Application Review Date

The First Review Date for this job is August 27, 2024

Responsibilities

- Oversees and ensures smooth daily administrative operations for the GSPP Dean's office, including scheduling meetings, providing technical and logistical support for meetings, managing communication and information requests, following priorities, and completing tasks assigned by the dean and supervisor in a timely fashion.
- Responds to inquiries from faculty, staff, students and the public on behalf of the dean regarding school operations, policies and procedures. In consultation with the supervisor and/or dean, forwards situations and issues presented by staff, faculty and external constituents to appropriate staff members for resolution.
- Handles the details of a variety of matters on behalf of the dean. For example, upon request, makes high-level contacts of a sensitive nature, internally and externally, requiring discretion and diplomacy. Maintains confidentiality with regard to all private matters and information.
- Functions as both gatekeeper and hub, understanding the requirements of the dean and key staff, in order to provide effective support and information flow, prioritize issues according to urgency, and allocate appropriate time for scheduled events, travel and meetings.
- Participates in the development and implementation of efficient and effective systems for managing information, projects and communications to ensure good documentation as well as accurate and timely responses.
- Researches and investigates a variety of issues, policies, problems, and topics. Summarizes and compiles information; drafts responses and reports; provides background/context, talking points, and briefing materials for the executive.
- Manages special projects on behalf of the dean and supervisor.
- Provides general schoolwide support to GSPP for special events, projects, and specific administrative functions, particularly meetings involving faculty and campus executives.

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- Other duties as assigned.

Required Qualifications

- Strong service orientation and the ability to work proactively as part of a team.
- Ability to meet deadlines and to respond to questions in a timely manner.
- Comfort and experience working in a high-pressure, fast-paced environment
- Strong interpersonal skills to communicate effectively with all levels of staff, faculty, alumni/donors, distinguished visitors and top government officials, students and external constituencies; both verbally and in writing.
- Excellent written and oral communication skills, sufficient to represent the Dean and the School with the greater campus community.
- Strong skills in analysis and complex problem-solving.
- Political acumen and sensitivities to the differing perspectives and political circumstances within all levels of the Campus as well as the Office of the President and external constituencies.
- Ability to multi-task with demanding timeframes.
- Ability to use high-level discretion and maintain a high level of confidentiality.
- Ability to remain calm and maintain a professional demeanor at all times.
- Ability to work occasional evenings and weekends is required.
- Advising and counseling skills.
- Familiarity with campus processes, protocols and procedures. Knowledge of federal regulations such as FERPA.
- Thorough knowledge of common campus-specific and other computer application programs.
- Bachelor's degree in related area and / or equivalent experience / training

Preferred Qualifications

- Experience in an academic unit preferred.
- Experience or training in Academic Personnel preferred.

Salary & Benefits

This is a full-time career position.

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.

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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 annual salary range that the University reasonably expects to pay for this position is \$75,000-\$100,000.

How to Apply

To apply, please submit your resume and cover letter.

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](#).

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To apply, visit

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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