

Administrative Assistant (4722C) Archaeological Research  
Facility, 71417  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243151>

Downloaded On: Aug. 31, 2024 10:17pm

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

<b>Job Title</b>	Administrative Assistant (4722C) Archaeological Research Facility, 71417
<b>Department</b>	Archaeological Research Facility
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 15, 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 (4722C) Archaeological Research Facility, 71417**

**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

Archaeological Research Facility (ARF), an Organized Research Unit, carries out archaeological field and laboratory research conducted by U.C. Berkeley archaeologists and related specialists. Currently, 38 U.C. Berkeley faculty members from 10 departments and Organized Research Units are active participants. As an organized research unit, ARF has as its mission to make efficient use of resources, including laboratory facilities, to practitioners across campus; to develop resources and programs that benefit numerous scholars and their students, and thus to minimize duplication while being able to expand the requisite support - laboratory, equipment, funding - for an active, international field discipline such as archaeology. The Archaeological Research Facility is involved in five major areas of scholarly activity: 1) Publishing reports and recent archaeological research descriptions through an open-access repository, 2) Sponsoring lectures, meetings, practical workshops for students, faculty, and the public, and sharing the majority of these on a departmental video channel, 3) Continued renovation and enhancement of equipment in ARF laboratories for soils, ecofacts, and artifact analysis, archaeological chemistry, and a computer laboratory for analysis work, GIS studies, and multimedia, 4) Maintaining a website as a focus for research and data presentation, and 5) Fundraising.

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## Responsibilities

Under the general direction of the ARF Associate Director, the incumbent functions with a high degree of independence and performs wide range of tasks to support the day-to-day operations of ARF. The program assistant serves as ARF purchasing and reimbursement coordinator, manages contact lists, processes visiting scholars documents, provides general programmatic and administrative support for ARF. The incumbent assists the Associate Director, Faculty Director, and Project/Policy Analyst as needed. The position will also interact with faculty members, visiting scholars, researchers, students and external constituents.

### Key Responsibilities:

- Process reimbursements and purchase orders as needed.
- Arrange for travel and lodging as needed.
- Maintain records and award information for the ORU.
- Organize public lectures and workshops, including facility arrangements, catering and informational items.
- Attend ARF meetings as required to take minutes and provide advice regarding UC regulations regarding the topics.
- Provide information and serve as contact for ARF affiliates and students regarding research grants, equipment grants, appointments, programs, and other services to the affiliates and associates.

## Required Qualifications

- Thorough knowledge in administrative procedures and processes including word processing, spreadsheet and database applications.
- Requires good verbal and written communication skills, active listening, critical thinking, multi-task and time management skills.
- Requires interpersonal and work leadership skills to provide guidance to other nonexempt personnel.

### Education:

- High School Diploma and/or equivalent experience/training.



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### Preferred Qualifications

- Excellent working knowledge of various software, including Microsoft Office, Excel and Word, as well as Google Docs for collaborative work. Preferred candidates will have working knowledge of the Berkeley Financial System (BFS), BearBuy, and other university required software.

### Salary & Benefits

This is a 12-month, non-exempt temporary position at 25% (10 hrs a week). This position is paid hourly and is not eligible for UC Benefits.

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 **[Step 1.0] \$29.63 - [Step 7.0] \$33.96.**

### 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



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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](#).

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) 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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