

Administrative Assistant, CREEO (4722C) - 71824
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243327>

Downloaded On: Sep. 1, 2024 12:13am

Posted Aug. 19, 2024, set to expire Dec. 15, 2024

Job Title	Administrative Assistant, CREEO (4722C) - 71824
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 19, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Job Description

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Administrative Assistant, CREEO (4722C) - 71824

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 transformative opportunity it provides to a large and diverse student body; its public mission and

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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 Berkeley School of Education (BSE) at the University of California is recruiting for an administrative assistant position in the Center for Research on Expanding Educational Opportunity (CREEO).

The Center for Research on Expanding Educational Opportunity (CREEO), housed in the BSE, supports multiple programs including The National Board Certification Support Program, the Race Education and Community Healing (REACH) Network, the California Black Studies Curriculum, as well as local, state, and national policy efforts focused on diversifying the educator workforce.

CREEO's mission is to use educational research to shape policy and practice in service of creating opportunities for students and adults historically at the margins to move closer to the center.

Position Summary

We are seeking outstanding applicants who can provide administrative and operational support to our growing CREEO team. This position will serve as the CREEO operations Coordinator, under the

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supervision of the Faculty Director, Dr. Travis Bristol, and Center Director, Dr. Jacquelyn Ollison. The coordinator will partner with CREEO team members to provide comprehensive support for CREEO programs and projects. The ideal candidate is detail-oriented, passionate about supporting historically resilient and marginalized populations, and enjoys working collaboratively in a team environment.

Responsibilities

Administrative:

- Provide support with planning & coordinating large scale activities related to CREEO projects.
- Duties include room reservations, catering, travel arrangements for guests, transportation, ordering of supplies, arranging services (rentals, custodial, etc.), reimbursements and financial reconciliation (see financial responsibilities above).
- Attending program related meetings and taking official notes (e.g., weekly CREEO Team meeting, etc.). Assisting with scheduling, meeting coordination, and email correspondence.

Financial:

- Process purchase orders, reimbursements (including travel). Maintain records for credit and PO purchases.

Other duties as assigned:

- Using standard office software programs to create memoranda, letters, charts, graphs, and tables, compile routine factual reports and or prepare status reports.
- Maintaining routine calendar and scheduling meetings including arranging for routine audio visual and other equipment.
- Making travel arrangements and negotiating for best logistical arrangements.
- Preparing responses to routine correspondence.
- Developing filing systems and internal mailing processes.
- Ordering office supplies and preparing purchase orders including by researching and recommending vendors/prices/equipment.
- Updating and maintaining Web pages using basic web editing tools.
- Posting financial data on ledgers and spreadsheets, and reconciling ledgers.
- Supporting administrative and logistical arrangements for conferences involving multiple parties, receiving limited direction, and determining special room and equipment needs.

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Required Qualifications

- Must be detail oriented.
- Ability to work well with others.
- Working knowledge in administrative procedures and processes including word processing, spreadsheet and database applications.
- Requires verbal and written communication skills, active listening, critical thinking, multi- task and time management skills.
- Provides outstanding customer service to both internal and external stakeholders.
- Ability to adapt in a changing environment.
- Ability to organize tasks, priorities, and resources efficiently.
- Ability to identify issues and problem solve.
- Ability to multi-task and manage time effectively.

Salary & Benefits

This is a 18-month, non-exempt temporary position at 50% (20 hrs a week). This position is paid hourly.

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 hourly rate that the University reasonably expects to pay for this position is \$29.63 (Step 1).

How to Apply

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

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Other Information

Applications review will begin on/after Sept 9, 2024. Please apply by this date for full consideration.

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>

The automatic conversion to career status will not occur as the position into which the employee is hired is not an "ongoing" position, in that the position is established and funded for 18 months or less at any percent of time (CX.28.B.5.b).

- This is not a visa opportunity.
- This position is eligible for up to 75% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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 https://apptrkr.com/get_redirect.php?id=5541712&targetURL=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

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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