

Office and Program Manager (7377U), Institute of
European Studies - 72052
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243929>

Downloaded On: Nov. 23, 2024 8:13am

Posted Aug. 28, 2024, set to expire Dec. 25, 2024

Job Title	Office and Program Manager (7377U), Institute of European Studies - 72052
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	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, 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.

Departmental Overview

The Institute of European Studies (IES) at UC Berkeley is the leading research center on Europe in the Western United States, and among the top three such organizations in the nation. Through interdisciplinary scholarship, international collaborations, grant opportunities, and community outreach, IES fosters a deeper understanding of Europe's past, present, and future.

Position Summary

The Administrative Officer 3 serves as one of the key administrative contacts for the Institute of European Studies. Supervised by the Institute's Chief Administrative Officer, the incumbent is responsible for day to day administrative operations support and Institute research support work, including working with the Institute's directors to ensure the successful implementation of IES programs. This includes acting as a liaison with Berkeley Regional Services (SHARE) to initiate the grant proposal submission process, ensuring the timely payments of student stipends, and the smooth day-to-day operations IES office operations and projects move fluidly, while working on many tasks

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simultaneously.

Application Review Date

The First Review Date for this job is: 09/09/2024.

Responsibilities

Administrative Operations

- Provides executive level administrative support and assistance to the Director, Associate Director, and Administrative Director.
- Develops and implements methods for increasing operational efficiency; recommends budgeting strategies, budget forecasting, and re-forecasting to enhance academic performance within spending limits in consultation with the administrative director.
- Monitors budgets and reports for spending according to university policy and grant restrictions.
- Ensures the collection of IES visiting scholar fees, manages all supplier registrations and ensures the accuracy of the reimbursement of travel expenses, honoraria payments, and stipend payment distribution for the Institute.
- General administrative support such as ensuring that daily administrative operations run smoothly for the front office. Supervises work study students to provide front-line customer service to faculty, students as well as visitors and high-level guests of the Institute.
- Updates website and marketing materials as needed.
- In consultation with the Directors, plan and administer administrative operations services such as IT, Event Planner Card (EPC) and space management.

Programmatic Planning: Center for Portuguese Studies (CPS)

- In consultation with the CPS Director, manages the Berkeley-Portugal program, this involves working with the Portuguese ministry and the Luso-American Development Foundation as the point person for the project and administering the mobility research grant program and the CPS visiting scholar program.
- Assists the CPS Director in organizing small scale public events and making the annual report for the sponsors.
- Updates the CPS website page.
- In consultation with the Graduate Division, evaluates applications for the Pinto Fialon scholarship program and ensures disbursement of undergraduate and graduate awards for the Pinto/Fialon

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Fellowships for each academic year.

- In close collaboration with the Consulate of Portugal in San Francisco, publicize and promote lectures and colloquia and other public events related to Portugal on the UC Berkeley campus by visitors from Portugal or specialists on topics related to Portugal and the Portuguese-American community.

Programmatic Planning: Center for British Studies, Modern Greek & Hellenic Studies, and Anglo American Studies

- Plans and coordinates small scale conferences and events, and works with faculty directors of each program to successfully carry out the administrative needs including logistical arrangements for travel, reimbursements, payments, catering, room reservations, and communications.
- Administers and ensures the successful rollout of faculty and student exchange programs, updates the respective website pages, organizes annual board meetings and works with the Chief Administrative Officer to provide financial forecasts and budget information for program directors.
- Assists the program directors in making the annual reports for the sponsors.

Required Qualifications

- Thorough knowledge of and/or can quickly learn University rules and regulations, campus specific processes, protocols and procedures for budget, accounting and fund management, knowledge of - Generally Accepted Accounting Principles (GAAP).
- Knowledge of a variety of administrative operational activities such as event planning, basic fundraising processes, risk management planning, accounting and payroll, and contracts and grants regulations and guidelines.
- Experience managing budgets, budget forecasting and re-forecasting.
- Ability to communicate effectively with all levels of staff, faculty, alumni/donors, and government officials, students, and external constituencies, both verbally and in writing.
- Ability to take initiative and manage projects with minimal supervision, including strong time management skills and ability to meet tight deadlines required.
- Ability to multi-task with demanding timeframes, remain calm and maintain a professional demeanor at all times.
- Ability to meet deadlines and to respond to questions in a timely manner.
- Strong service orientation and ability to work proactively as part of a team.
- Ability to use discretion and maintain confidentiality, and use sound judgment in responding to

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issues and concerns.

- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Solid knowledge of and/or can quickly learn common University-specific computer application programs.
- Knowledge of Portuguese or Modern Greek.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly 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.

The budgeted annual salary that the University reasonably expects to pay for this position is \$80,400.00 - \$90,000.00.

How to Apply

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

Other Information

- This is not a visa opportunity.



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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=5579077&targetURL=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

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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