

Operations Coordinator (4722C), UC Berkeley Labor
Center - 72173
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243930>

Downloaded On: Nov. 21, 2024 2:15pm

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

Job Title	Operations Coordinator (4722C), UC Berkeley Labor Center - 72173
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)	Facilities/Maintenance/Transportation
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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 UC Berkeley Labor Center conducts research and education on issues related to labor and employment. The Labor Center's curricula and leadership training serve to educate a diverse new generation of labor leaders. The Labor Center carries out policy relevant research on topics such as job quality and workforce development, and works with unions, policymakers and other stakeholders to develop innovative policy perspectives and programs. The Labor Center provides an important source of research and information on unions and the changing workforce for students, scholars, policymakers and the public. This position offers an exciting opportunity to be part of a high-impact, high-visibility organization and to work with a nationally-recognized team of researchers, policy analysts, and educators. We have nearly 40 diverse staff members.

Position Summary

Reporting to the Director of Operations, the Operations Coordinator facilitates operational activities to include finance, facilities, space planning, human resources, to improve the operations of the Labor

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Center.

Application Review Date

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

Responsibilities

FINANCE: Purchasing

- Coordinate and perform a full scope of procurement, reimbursement, and payment functions, including bluCard and Event credit card purchases and reconciliation, develop Purchase Orders, and process independent contractor invoices (e.g., Labor Center events, honoraria payments, stipends, etc.).
- Coordinate staff financial activities: review and ensure accuracy on all Berkeley Financial System transactions, including T&E/Expense reimbursements, procurement, and vendor payments. Ensure that all transactions comply with UC policies.
- Research complex financial discrepancies, escalated customer service problems, and vendor concerns; assesses and recommends changes to maintain compliance with federal and state requirements and internal policies.
- Manage and perform the independent contractor onboarding process to include collecting required documentation, assisting in composing a statement of work, initiating online Supplier Registration, and providing supplier/vendor and UCB project manager guidance through the process. Troubleshoot and investigate invoice processing issues.
- Provide guidance, direction, and training to internal campus users and external partners in purchasing (BearBuy support, payments for goods and services), travel and entertainment (booking travel, use of the online reimbursement systems, and in understanding Travel and Entertainment policy and department processes) and other reimbursements to ensure compliance with UC policies.

Budget

- In collaboration with the Director of Operations and/program directors, develop and monitor budgets for Labor Center events (e.g., retreats, staff meetings, Advisory Board meetings, and conferences, as needed).
- Partners with the Director of Operations and/or Financial Analyst to assist with the internal annual budget development process.

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- Reviews actuals in the Oracle Budget Planning System for non-personnel expenses across programs, and partners with the Financial Analyst to address any issues.
- Assist with the preparations of operational activity reports (e.g. BFS and CalAnswers), evaluation of current and proposed services, etc.
- Keep abreast of changes to Labor Center internal procedures and deadlines.

HUMAN RESOURCES

- Assist the Operations Director with recruitment, hiring, and onboarding/offboarding activities; conduct the new hire orientation process.
- Collaborate with the Operations Director to develop and implement program orientation and training materials and ensure that new hires are appropriately onboarded and informed regarding Center policies and procedures.

ADMINISTRATIVE SUPPORT

- Provide assistance and training to administrative support staff on Labor Center operational activities.
- Provides executive-level administrative support to Labor Center leadership as needed. This may include, but is not limited to: drafts, proofreads, edits, transcribes and prepares correspondence, reports and other written documents of varying degrees of complexity, sensitivity and confidentiality.
- In collaboration with the Director of Operations, assist with the coordinating and implementing of the goals and strategies of the Strategic Plan across the organization. This includes taking meeting minutes and recording action items and deadlines.
- Plans and executes staff retreats and events 2-4 times per year.
- Assist with the implementation of standard operating procedures and guidelines and conduct trends analysis.
- Assesses and recommends changes to maintain compliance with federal and state requirements and internal policies.

IT, FACILITIES & SAFETY

- Coordinate office and equipment preparation for new hires; coordinate office moves, excess and salvage removal, office remodels and refreshers, and IT and building maintenance requests.
- Implement, and document the department's health and safety program for computer users,

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including: conduct workstation assessments in accordance with campus workstation design guidelines, recommend and implement modifications, document evaluations, manage matching funds application process and coordinate computer health and safety training.

- Serve as Department Safety Coordinator in collaboration with Building Manager; coordinate, implement, and document the department's safety program to include attending safety committee meetings, assisting supervisors in investigating and documenting accidents and injuries, assists in developing, maintaining, and providing training on emergency plans and maintaining emergency supplies.

Required Qualifications

- Solid communication and interpersonal skills to communicate effectively with all levels of staff, both verbally and in writing.
- Solid organizational skills and ability to multi-task with demanding timeframes.
- Ability to use discretion and maintain all confidentiality.
- Ability to use sound judgment in responding to issues and concerns.
- Ability to manage competing deadlines and attention to high level of detail and accuracy is a must.
- Ability to interact with a diverse population in a dynamic work environment and to establish relationships with staff and external organizations and individuals.
- Ability to work with multiple external and internal stakeholders and manage a project successfully.

Preferred Qualifications

- Working knowledge of and/or can quickly learn common campus-specific and other computer application programs.

Salary & Benefits

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

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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 hourly range that the University reasonably expects to pay for this position is \$33.96 (Step 7) - \$39.71 (Step 14).

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>

- This is not a visa opportunity.
- This position is eligible for up to 60% 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



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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=5579083&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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