

Program Assistant (4263C) - MPS/CDSS
University of California, Berkeley

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Downloaded On: Sep. 26, 2024 11:42pm

Posted Sep. 16, 2024, set to expire Jan. 10, 2025

Job Title	Program Assistant (4263C) - MPS/CDSS
Department	MPS Diversity Office
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 16, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services Administrative Support/Services
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Job Description	

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Program Assistant (4263C) - MPS/CDSS

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

The MPS Diversity Office provides support and assistance to the MPS community at Berkeley to increase diversity and inclusion, and to achieve equitable educational and career outcomes for all in MPS. We advise and support undergraduates and graduate students, prospective students, student organizations, postdoctoral fellows, faculty, staff, department managers, and Chairs in the mathematical and physical sciences. We generate and lead diversity-focused programs, educational activities, and services, and conduct internal program assessments for the MPS departments. We work with and represent Berkeley MPS to statewide and national partners and organizations. Our scholarly research is both local and national in scope, and informs the development of new initiatives in and for the MPS Division.

This position is responsible for providing programmatic, administrative, and financial coordination for MPS and CDSS. Provides support to the Assistant Dean for Diversity, Equity, Inclusion, belonging, and Access in the Mathematical and Physical Sciences Diversity Office (MPS Diversity), and the Assistant Dean for Diversity, Equity, Inclusion, belonging, and Justice in the College of Computing, Data Science

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and Society (CDSS Diversity), and other members of the Dean's leadership team in (CDSS Dean's Team). The Assistant Dean advises the Deans and Department Chairs, manages and provides assistance to several student organizations, conducts research, develops new programs, and works to enhance equity among the faculty, staff, and students in the MPS and CDSS departments. The Assistant Dean and their staff organize new initiatives, develop new funding, and support departmental efforts to students, receives all work duties directly from the Assistant Dean, who is the director of both DEI offices. Collaborates with professors, graduate students, postdoctoral fellows, faculty, staff, and administrators from UCB and national partners. The position requires in-depth understanding of campus policies and administrative practices. The position holder is a key point of contact for all MPS and CDSS Diversity business and must be able to work with a high degree of independence with good judgement and follow through.

Application Review Date

The First Review Date for this job is: September 24, 2024 - Open Until Filled

Responsibilities

20% - Supports in implementing defined MPS and CDSS Diversity programs under the supervision and direction of the Associate Directors and Assistant Dean. This includes some of the following functions: general finance, space planning, communications, informational technology, event planning and implementation. Assists in planning programs and events, invites and tracking participants, monitors budgets, develops relationships with vendors at UCB and partner institutions, organizing housing, meals, and evening events and staffing registration tables. Provides administrative project support by scheduling meetings, arranging travel, keeping meeting minutes, and engaging in communications with participants as needed.

20% - Provides support in gathering, organizing, and preparing program data for reporting and evaluation. These include financial, student, program participant, research, performance, and other data. Maintains lists of prospective participants for outreach and communication, including incoming students who are eligible for MPS Diversity and CDSS initiatives and programs. Gathers, compiles and reviews graduate, postdoc, and undergraduate data from university databases to support Associate directors and Assistant Dean in developing reports and program assessments, and maintains existing databases. Supports in the development and maintenance of recruitment databases. Assist with data collection and analysis for grant-writing, assist with logistics of grant-funded program implementation, assist with data collection, analysis and reporting to funders and stake-holders, logistics planning for site visits and other leadership events, assist with preparation of data for evaluation, assist with analysis of data, assist with report writing and submission.

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20% - Performs administrative duties for the general operations and communication for the MPS Diversity and CDSS Diversity offices across multiple locations. Communication functions include: monitoring departmental emails, supporting all programs with public communications, outreach and basic website content edits, responding to phone and in-person inquiries. Operational functions include: managing MPS Diversity and CDSS Diversity office files (on google drive, intimal drives and paper files), providing and removing access to files, and organizing files. Scheduling meetings for the office and project specific meetings. Ordering office supplies and providing general office equipment troubleshooting and maintenance.

15% - Completes purchasing, reimbursement, and supply order requests for both Diversity programs including student organizations supported by MPS Diversity. Supports the Associate Director of operations in reconciling budgets for all MPS Diversity activities and programs. Fiscal responsibilities consist of basic knowledge of College and CSS protocols, preparing requisitions and purchase orders, travel and entertainment reimbursements, and expense reports. Has general understanding of accounts payable, vendor inquiries, reviewing ledge expense, campus student award system and compliance with federal and state requirements and internal policies. Identify, research, and address financial discrepancies and errors. Track and complete purchase order, supply order requests and reimbursements.

15% - Provides direct administrative support to the Assistant Dean, including: scheduling and calendar, travel arrangements and completing reimbursements, technical support as needed, support in preparing presentations and documents, accessing and sharing documents, attending meetings to support with note taking and minutes as needed.

10% -Special projects as requested.

Required Qualifications

- Ability to use sound judgment in responding to issues and concerns.
- Solid communication and interpersonal skills to communicate effectively with all levels of staff verbally and in writing.
- Solid organizational skills and ability to multi-task with demanding timeframes.
- Working knowledge of common organization-specific and other computer application programs such as MS Office and Google Workspace.
- Ability to use discretion and maintain confidentiality.
- Ability to interact with a diverse population in a dynamic work environment and to establish relationships with staff and external organizations and individuals.

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Preferred Qualifications

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

Salary & 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 salary or hourly range that the University reasonably expects to pay for this position is \$31.43 (Step 1) to \$42.09 (Step 14) hourly. This is a 75% Variable FTE career position eligible for full benefits. This position is FLSA Non-exempt and paid biweekly.

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.

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The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

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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

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