

Operations Assistant (4722C), Student Affairs - 72389
University of California, Berkeley

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

Job Title	Operations Assistant (4722C), Student Affairs - 72389
Department	Student Affairs People and Administrative Services
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)	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

Student Affairs People and Administrative Services provides strategic, leadership, and administrative support to the Division of Student Affairs which is made up of over 40 departments with over 1,500 career positions, and an additional 4,000 student staff and over 250 limited staff. This department handles all divisional diversity, equity, inclusion, and belonging efforts, strategic human resources, learning and organizational development, data analytics, quality assurance and internal controls, project management and oversees the Business Operations department.

This position exists to support the entirety of the division on administrative and business operation's needs. The position reports to the Business Operations Manager.

Position Summary

The Operations Assistant supports and serves the Division of Student Affairs on administrative and business operations needs with the intent to "serve those who serve students" and minimize the

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administrative burden on departmental operations. The Operations Assistant reports to the Manager of Business Operations (BusOps) within the People and Administrative Services unit. This position provides general administrative support services in the areas of facility and equipment management, document imaging, ergonomic evaluation and workforce safety, and mail sorting and shipping.

Application Review Date

The First Review Date for this job is: 09/25/2024.

Responsibilities

Facilities and Equipment Management

Building Maintenance and Coordination:

- Coordinate, submit, monitor, and track all maintenance, custodial, grounds, and other service requests related to all assigned buildings.
- Coordinate and communicate with campus Facilities Services, vendors, and contractors for tracking completion of maintenance work and other repairs and services as well as monitoring and encouraging the activity of ongoing status of individual service requests.
- Act as liaison between Facilities Services and Student Affairs departments within assigned buildings.
- Work with onsite contractors and other vendors to coordinate work schedules, facilitate emergency access, and track progress of work.
- As directed by Student Affairs management, coordinate and manage capital improvement projects with Capital Projects for SA facilities.
- Determine need for general office equipment and supplies.
- May participate in contract negotiation and the preparation of RFPs requiring some subject matter knowledge of the materials/services.
- Purchase supplies, conduct bid proposals, and supervise small-scale department renovation projects.
- Act as department representative for department/campus special projects related to SA assigned facilities.
- Responsible for all cell phone order requests for Division.

Equipment Management:

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- Act as SA equipment custodian through the Berkeley Equipment Tracking (BET) system and conduct department inventory controls, including processing and maintaining records of equipment insurance requests.
- (For all SA equipment except Residential and Student Service Programs.)
- Large equipment requests: Consult with Procurement Team to order office equipment such as copy machines and printers.
- Manage leases and service contracts, maintenance, and supplies.
- Medium/Small equipment requests: When needed, consult with Procurement Team to order office equipment such as desktops, monitors, toner, and printers; manage inventory while considering associated costs.
- Purchase supplies and order office equipment, make name plates for all moves, adds, and changes in staff locations.
- Manage service contracts, maintenance, and supplies for this equipment.
- Act as a liaison between SA staff, SA Information Technology, and IS&T in terms of requests for network connectivity, cellular phones, landlines, and iPads.
- Furnishing(s) requests: Consult with SA client/staff on the full range of furnishing activities including ordering, installation, making adjustments, managing inventory of furniture and parts, and making minor repairs or referring repairs to furniture vendor(s) as appropriate.

Building Coordinator for Assigned Buildings:

- Serve as alternate Building Coordinator(s) to assume duties when the Primary Building Coordinator is on vacation, absent, or unavailable.
- Notify occupants of impending access interruptions to public areas/utilities in the building.
- Post notices of construction work in the building that could affect occupants in areas other than department spaces.
- May serve as staff to the Building Safety Committee which meets at least annually, helping create or prepare documents, policies, and procedures, post notices, and disseminate information about building preparedness activities.
- Assist in the development of the annual Building Emergency Plan (BEP) online for review by the Office of Emergency Management (OEM).
- Coordinate annual evacuation drills with the Fire Prevention Division (EH&S), Office of Emergency Management (OEM), and Physical Plant and Campus Services (PP-CS).
- Building liaison to other campus departments and units that provide support, assistance, and input regarding emergency preparedness planning.
- Attend all training workshops/activities specifically organized for Building Coordinators.
- Assist the Facilities Planner in their role as the point of contact between responding units and

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building occupants affected by a disaster or emergency.

- Assist the Facilities Planner and Departmental Safety Coordinators (DSCs) with activation of the Building Emergency Plan and communicate response actions to building occupants.
- Lead personnel to the established Emergency Assembly Area (EAA) during building evacuations.

Imaging:

- Operate imaging system to scan, link, and index documents, including but not limited to transcripts, residency information, financial aid forms, admissions-related documentation, and financial aid checks.
- Adhere to federal, state, and departmental quality control standards and procedures.
- Ensure proper documentation and integrity of scanned images.
- Consult with A&E Cluster staff regarding questions or problems in imaging A&E-related documents.
- Perform periodic metrics data pulls for analysis and reporting.
- Monitor department's shredding activity.
- Make arrangements for pickup of bags/bins as appropriate.
- May serve as back-up lead for imaging services.
- Support with the management of student staff.
- Provides guidance on procedures, practices, and implementation of policies.

Mail Services:

- Open and sort incoming external and interdepartmental mail for the Division of Student Affairs located at two Student Affairs buildings.
- Sort outgoing mail at specific times throughout the day.
- Train other staff on mail distribution, including career and student staff.
- Receive shipments of supplies and publications.
- Reconcile items received with items ordered, comparing invoices and packing slips with purchase orders.
- Document paperwork appropriately and submit to the appropriate client and/or colleague.
- Update departmental inventory system.
- Stock shipment or deliver to staff as appropriate.
- Serve as lead for mail services student staff.
- Prepare packages for shipping, including international requests.

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Ergonomic Evaluations and Workplace Safety:

- Support Divisional Safety Officer in ergonomic assessments in compliance with established University standards.
- Recommend modifications, as needed, to bring workstations into compliance with campus Workstation Design Guidelines.
- Direct employees as necessary to get a new chair fitting.
- Document evaluations, recommendations, and actions taken and ensure documentation is maintained with departmental injury and illness prevention program records.
- Order furniture and/or tools needed.
- Track and advise clients on order updates.
- Process Matching Fund Applications.
- Assist Safety Officer in workplace safety training and ensuring OSHA standards are met in all departments.

Professional Development:

- Create a professional development plan and participate in development activities, such as attending classes, joining organizations, working on special projects, and serving on departmental or campus-wide committees, in order to enhance expertise in job areas.
- Stay abreast of current literature and developments in related professional organizations and fields.

Required Qualifications

- Thorough knowledge in administrative procedures and processes including word processing, spreadsheet and database applications.
- Excellent interpersonal communication skills and political acumen, including skill in effectively communicating with staff at all levels.
- Requires interpersonal and work leadership skills to provide guidance to other nonexempt personnel.
- Demonstrated ability to provide excellent concierge-style client service.
- Excellent organizational, critical thinking, and problem-solving skills.
- Thorough organization skills and ability to multi-task within demanding timeframes.
- Demonstrated skill in managing projects from beginning to end, including the ability to independently research options, review and assess a range of variables to define key issues,

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evaluate reasonable alternatives, and make logical recommendations and decisions.

- Ability to work independently and as part of a team.
- Ability to use sound judgment in responding to issues and concerns.
- Ability to lift and transport items weighing up to 50 lbs.
- High school diploma and/or equivalent experience/training.

Preferred Qualifications

- Experience with facility and equipment management.

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 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 \$30.26 (Step 2) - \$33.24 (Step 6).

How to Apply

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

Other Information

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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.

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=5633467&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



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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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