

Operations and Administrative Coordinator (7377U),  
Berkeley Public Health - 73156  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=245959>

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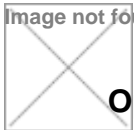
Posted Sep. 27, 2024, set to expire Jan. 24, 2025

<b>Job Title</b>	Operations and Administrative Coordinator (7377U), Berkeley Public Health - 73156
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Sep. 27, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff Coordinator
<b>Academic Field(s)</b>	Human Resources Administrative Support/Services
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**Job Description**

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**Operations and Administrative Coordinator (7377U), Berkeley Public Health - 73156**

**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.

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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 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](http://grow.berkeley.edu).

### Departmental Overview

Berkeley Public Health (BPH) aims to improve population health, especially for the most vulnerable, through interdisciplinary collaborations, preeminent education, and transformational research. Established in 1943, BPH is a professional school on the UC Berkeley campus that comprises six academic divisions and nearly 30 research centers and programs. Our department's values include social justice, health as a right, challenging conventional thought, embracing diversity, and creating meaningful impact. We honor our principles of community by centering and valuing everyone in our community; prioritizing prevention while remaining grounded in social justice; promoting safety and respect; practicing self-care and kindness; and remaining optimistic, hopeful, and committed to change. Learn more at: [publichealth.berkeley.edu](http://publichealth.berkeley.edu).

The Operations and Administration Coordinator manages the day-to-day operational functions of primarily the fifth floor of the Berkeley Way West (BWW) building, home to Berkeley Public Health

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(BPH), as well as supports the administrative needs of the Divisions of Biostatistics and Epidemiology. This includes supervising a team of student assistants to effectively manage: a professional and welcoming reception area for BPH visitors, students, staff, faculty, and academics; the A/V technology in the reception area and throughout the floor's conference and meeting rooms, as well as similar BPH spaces on three other floors; the organization and oversight of shared spaces (e.g., kitchen, storage room) and shared equipment (e.g., multi-function devices, loaner items); and the distribution of mail and packages. They partner closely with the BPH Facilities Management Unit, the BWW building manager, UCPD (security desk), and fifth floor administrative managers to provide all occupants and visitors with a smooth operational experience, as well as to prepare for potential emergencies. The Coordinator participates in the faculty recruitment process, as well as supports select administrative units with purchasing and non-employee reimbursement activities. The Coordinator also supports the manager of the Biostatistics and Epidemiology divisions with a variety of administrative functions, including activities related to HR, academic personnel, purchasing, reimbursements, etc. They develop protocols and procedures for a variety of operational and administrative activities and improve processes on a continuous basis. They analyze, troubleshoot, and resolve problems as they arise. The Coordinator works primarily on-site, given the nature of their position.

### Application Review Date

The First Review Date for this job is: October 9, 2024

### Responsibilities

- Hires, trains, and supervises work-study student assistants (approx. 3-4).
- Establishes work schedules, protocols, and responsibilities.
- With assistance from the student team: manages daily operations and physical space; performs opening and closing procedures; greets and directs visitors; maintains the digital news board; answers phone calls; receives and distributes mail and deliveries; manages reservation process for conference rooms and other select spaces; responds to and triages operational questions, requests, and issues raised by occupants; ensures furniture, equipment, and supplies in the reception area, conference rooms, meeting rooms, terrace garden, etc. are reset to their designed configurations.
- Assigns requests for one-time administrative assistance and ongoing assignments (e.g., EPCC, FAC, and Dean support).
- Participates in emergency preparedness activities and the coordination of emergency evacuation for BPH occupants in BWW; leads the quarterly BWW Steering Committee meeting.
- Manages the Audio/Visual technology in conference and meeting (huddle & focus) rooms on the 5th floor, as well as in BPH spaces on the 2nd and 6th floors and the 1st floor Colloquia.

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- Performs oversight of shared multi-function devices and printer areas on multiple floors, including supply replenishment.
- Troubleshoots issues in real-time; follows through on needed vendor repairs.
- Manages loaner Owls, computer equipment, and A/V accessories.
- Coordinates or leads periodic training opportunities for occupants on available A/V technology.
- Supports the administrative operations of two academic divisions.
- Administrative services may include activities in purchasing and reimbursements, human resources and academic personnel, event coordination, IT, and/or facilities.
- Serves as a liaison to Berkeley Regional Services and SPH Dean's Office staff.
- Participates in the faculty recruitment process; coordinates candidate travel and associated payments/reimbursements, and manages A/V support for and recording of job talks.
- For select administrative units, manages purchasing activities in BearBuy and via procurement cards, and non-employee reimbursements.
- Serves as a Docusign account administrator.
- Manages the organization of shared spaces (e.g., kitchen, storage room, mail room, printer areas, garden terrace, conference and meeting rooms); establishes and communicates systems and protocols for use and maintenance.
- Participates in the identification, development, implementation, and continuous improvement of standard operating procedures and guidelines.
- Participates in workshops, trainings, and other professional development activities; other duties, as assigned.

## Required Qualifications

- Strong customer service orientation, including excellent interpersonal skills, to effectively work with a diverse group of faculty, staff, students, and visitors.
- Ability to integrate core concepts of diversity, equity, inclusion, and belonging into everyday practice.
- Proficient in communicating clearly and effectively, both verbally and in writing, and in integrating information to complete assignments.
- Exceptionally strong organizational skills and attention to detail.
- Ability to establish systems and procedures, with a fastidious approach to maintaining physical space.
- Analytical skills to conduct analysis and develop recommendations.
- Strong problem-solving skills; takes initiative to identify problems and implement solutions.
- Ability to use sound judgment in responding to issues and concerns.
- Ability to learn and troubleshoot standard Audio/Visual equipment, such as video conferencing,

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projectors, microphones, etc.

- Proficiency in Zoom application.
- Excellent computer skills, including proficiency in Microsoft Suite and Google Collaboration Suite.
- Supervisory experience, preferably related to student staff; demonstrated ability to lead a team and achieve goals through subordinate staff.
- Self-starter with the ability to work effectively both independently and in collaboration with others.
- Comfortable, flexible, and adaptable in a fast-paced, high-pressure, constantly shifting environment, with frequent interruptions and multiple priorities.
- Demonstrated ability to handle difficult or volatile situations or individuals effectively.
- Knowledge of administrative policies, processes, and procedures.
- Familiarity with and/or ability to quickly learn systems such as BearBuy, HR ServiceHub, and the reimbursement system.

Education/Training:

- 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 \$82,500.00 - \$88,500.00. The full pay scale range for this position classification is \$80,400.00 - \$145,400.00 (grade 22).
- This is an exempt, monthly-paid position.
- This is a two-year, full-time (40 hours/week), Contract position; possible extension is contingent

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upon the availability of funding.

- This position is eligible for full UC benefits.
- Position is 20% remote-friendly, offering flexibility to work remotely; however, the work arrangement is subject to change based on the evolving needs of the business. Employees may be required to work on-site as necessary to meet operational demands or other business requirements.

### **How to Apply**

To apply, please submit your resume and cover letter.

### **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.

### **Other Information**

This position is not eligible for visa sponsorship.

### **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.

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](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

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