

Program Assistant (4263C) - Center for Long-Term
Cybersecurity
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=245961>

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

Job Title	Program Assistant (4263C) - Center for Long-Term Cybersecurity
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 27, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Facilities/Maintenance/Transportation Communications/Public Relations Administrative Support/Services Fiscal Services
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Job Description

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Program Assistant (4263C) - Center for Long-Term Cybersecurity

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

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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 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 Center for Long-Term Cybersecurity was established with a \$15M grant from the William and Flora Hewlett Foundation to Berkeley to support the building of a new field of cyber-security research that is multi-disciplinary and global in scope, and that contributes to shaping long term policy in the field. The field of cybersecurity in the past has been seen primarily as the domain of defense professionals who have sought technological solutions to short-term threats. The CLTC is based in UC Berkeley's School of Information (I School), a graduate research and education community committed to expanding access to information and to improving its usability, reliability, and credibility while preserving security and privacy. Our multi-disciplinary faculty conduct research in the development of user-friendly interfaces, new approaches to security and privacy, and exploration of the role of technology in developing regions. The I School offers two professional master's degrees and an academic doctoral degree.

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The Program Assistant will play a critical role in helping to develop and expand the role of the CLTC on campus by providing a wide range of support, which includes tracking both administrative and research projects, composing correspondence, facilitating communications across the organization, coordinating travel arrangements, and scheduling appointments. The Program Assistant will assist with the general operations of the Center, helping to build and support the Center's programming, navigating UC Berkeley's procurement and human resources systems to hire and onboard suppliers, new staff, visitors, and student workers.. The Program Assistant also will be in charge of administering CLTC's grant allocation program, including managing complicated grant applications and ensuring funds are appropriately allocated. The Program Assistant will maintain CLTC's outreach databases containing sensitive lists of prospective donors and prominent community and government officials in the cybersecurity community, and will ensure that CLTC maintains regular contact with those individuals. Part of this responsibility will be to help grow and steward the Center's relationships with external partners, including corporate, government, civil society, and individual partners.

Application Review Date

The First Review Date for this job is: October 9, 2024 - Open Until Filled

Responsibilities

20% Procurement and Payments:

- Manages the onboarding of suppliers
- Facilitates purchase orders for supplies, vendors, and event expenses.
- Processes payments, including reimbursements, vendor invoices, honoraria, stipends, and awards.

20% Budget and Grant Tracking:

- Manages periodic CLTC Requests for Proposals (RFPs) processes, including writing and administering RFPs, tracking applications, managing review processes, owning internal and external communications, and overseeing the allocation of award funding;
- Assists in preparing budget for contract and grant proposals;
- Monitors CLTC expenses and pending reimbursements and provides financial reports to the Director.

15% Scheduling and Events Support:

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- Schedules large and small meetings, including but not limited to meetings with staff, faculty, potential, new and current donors, visitors, and prominent public officials.
- Assists in the organization of a wide-ranging set of stakeholder engagement activities, including private dinners and events sponsored by key partners.
- Coordinates travel arrangements for CLTC staff and key external stakeholders, including using UC systems to book airfare and lodging accommodations, ride-share vouchers, etc..
- Oversees administrative and logistical arrangements for CLTC engagements involving multiple parties, receiving limited direction.
- Compiles and completes documentation for expenses related to events, communications, and operations.

15% Relationship-Building:

- Handles sensitive and confidential information regarding prospective donors and prominent community and government officials, and maintains a database of CLTC interactions with such officials, including restricted information (e.g.contact information).
- Acts as a representative of the program and Director to high-level internal and external contacts on complex matters.

15% Facilities and Operations:

- Recruits and hires undergraduate student assistants.
- Liaises with Building Manager and Facilities to meet needs of occupants of CLTC's shared office suite.
- Coordinates office relocation with multiple campus stakeholders.
- Maintains CLTC-specific applications, such as Salesforce, Slack, Shared Drives, Google Groups, and Google Calendars.
- Assists with onboarding of new CLTC staff, academic and visitor titles.
- Frequently make recommendations to the Director regarding operational issues, then implementing the decided upon course of actions.

10% Research and Project Management:

- Independently prepares reports and research for the Director and CLTC research staff based on information compiled from various specified sources, using spreadsheets, standard office and G-Suite software programs, and PowerPoint to better display results.
- Tracks ongoing projects and ensures deadlines are kept. Keeps Director and other staff abreast of ongoing activities and commitments.

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- Prepare highly professional and technical presentations with minimal direction and guidance.

5% Communications:

Prepares correspondence and other written materials, and proofreads such correspondence.

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Working knowledge of common campus-specific and CLTC-specific computer application programs.
- Solid communication and interpersonal skills to communicate effectively with all levels of staff, both verbally and in writing, including active listening and critical thinking skills.
- Solid organizational skills and ability to multi-task with demanding timeframes.
- Ability to use sound judgment in responding to issues and concerns.
- Skill in managing sensitive and confidential information regarding prospective donors and prominent community and government officials. Ability to use discretion and maintain confidentiality.
- Ability in problem identification, reasoning; ability to develop original ideas to solve problems.
- Strong interpersonal and customer service skills sufficient to establish and maintain effective working relationships, including the ability to interact with individuals from diverse values, cultures, and backgrounds, and with a wide ranging clientele VIP.
- Strong time management, including the ability to triage work based on priorities and time sensitivities.
- Ability to apply patience and discipline when dealing with logistical coordination under difficult circumstances.

Preferred Qualifications

- Experience with UC Berkeley financial and administrative systems is preferred.
- An interest in cybersecurity or technology is preferred.

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



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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 \$37.61 (Step 9) hourly. This is a 100% 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.

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

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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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