

Executive Assistant to the Dean (4702C) - School of  
Information  
University of California, Berkeley

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Posted Oct. 7, 2024, set to expire Feb. 2, 2025

<b>Job Title</b>	Executive Assistant to the Dean (4702C) - School of Information
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Oct. 7, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administrative Support/Services
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**Job Description**

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**Executive Assistant to the Dean (4702C) - School of Information**

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

### **Departmental Overview**

The School of Information (I School) advances knowledge and practice everywhere humans interact with digital technologies. Through interdisciplinary research and teaching we are committed to expanding access to information and to improving its usability, reliability, and credibility while preserving security and privacy. Our faculty conduct research in human-computer interaction (HCI), security and privacy, applied data science, and technology in developing regions. We currently offer three professional master's degrees and an academic doctoral degree. Our Master of Information Management and Systems (MIMS) program trains students for careers as information professionals and emphasizes project-based learning. Our Master of Information and Data Science (MIDS) program is an online degree designed for working professionals with career goals in the emerging field of data science. Our Master of Information and Cybersecurity (MICS), also offered online, offers a holistic approach to cybersecurity and prepares students for professional careers in cybersecurity. Our Ph.D. program equips scholars to develop solutions and shape policies that influence how people seek, use, and share information.

This position exists to provide executive assistance to the Dean and the Dean's Immediate Office of

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the School of Information. Additionally, this position acts as the primary contact for all facilities and safety issues pertaining to South Hall and oversees the student employees working in the Dean's Immediate Office.

**Application Review Date**

The First Review Date for this job is: October 17, 2024 - Open Until Filled

**Responsibilities**

20% Is the central point of information for the Dean's Immediate Office for the School of Information. Functions as the Dean's gatekeeper, understanding their requirements, in order to give priority to issues relative to urgency, as well as to give necessary time for scheduled events, travel, and meetings. Oversees and ensures the daily administrative operations run smoothly for the Dean's Immediate Office for the School of Information. Generally handles the details of a variety of matters on the Dean's behalf and implements related business processes.

20% Manages Dean's calendar, makes appropriate travel arrangements, oversees administrative and logistical arrangements for conferences and meetings, and handles sensitive and confidential information. Responds on the Dean's behalf to inquiries regarding School of Information operations, policies, and procedures. Prepares responses to urgent divisional requests on behalf of the Dean. Makes high-level contacts of a sensitive and confidential nature, requiring discretion and diplomacy, both internally and externally.

20% Researches, compiles information, and summarizes issues, policies and topics in order to provide background information, talking points, and briefing materials for the Dean. Briefs the Dean on deadlines and the status of ongoing issues pending resolution. Investigates issues and problems for the Dean; drafts and prepares responses to urgent requests. Maintains records of initiatives, assignments, and delegated actions. Organizes ad hoc committees appointed by the Dean on a broad range of issues. Prepares confidential reports for senior staff, systemwide staff, and other officials. Participates in the development and revision of standard procedures and guidelines, including School-specific systems and standards, for the Dean's Immediate Office.

10% Assesses and recommends changes to maintain compliance with federal and state requirements and internal policies.

10% Management of Dean's strategic projects. Organizes multiple projects, which may include exchange programs, postdoc programs, meet ups, and similar. Coordinates faculty meetings, candidate visits, and Dean's lectures.

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5% Facilitates the appointment process for visiting student researchers.

5% Participates in continuing education to maintain skills.

5% Primary South Hall building manager and safety office. Responsible for emergency evacuation plans, coordination with UCB fire marshal, office assignments, and strategic initiatives for building space.

5% Other duties, as assigned.

### **Required Qualifications**

- Bachelor's degree in related area and / or equivalent experience / training.
- Solid analytical / problem-solving skills.
- Political acumen and sensitivities to the differing perspectives and political circumstances within all levels of the organization as well as the Office of the President and external constituencies.
- Strong service orientation.
- Strong skills to communicate effectively with all levels of staff, faculty, alumni / donors, students and external constituencies, both verbally and in writing.
- Advising and counseling skills.
- Ability to multi-task with demanding timeframes.
- Ability to use high-level discretion and maintain a high level of confidentiality.
- Solid skills in problem identification.

### **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

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\$66,700 to \$91,600 (\$5,558.33 to \$7,633.33 monthly). This is a 100% FTE career position eligible for full benefits. This position is FLSA Exempt and paid monthly.

**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](#).

**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)

**Contact Information**

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

**Contact**

N/A

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