

Executive Assistant (7377U) - Department of Physics
University of California, Berkeley

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Posted Oct. 25, 2024, set to expire Feb. 21, 2025

Job Title	Executive Assistant (7377U) - Department of Physics
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 25, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources Finance/Investment Management Administrative Support/Services
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Job Description

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Executive Assistant (7377U) - Department of Physics

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.

Departmental Overview

Physics is the largest department in the L&S Division of Mathematical and Physical Sciences. It is ranked as one of the top physics departments in the world, with excellence in research, teaching, and service to the community all highly valued. The department has 80 ladder and active emeriti faculty, 60 career and casual staff, and 300 lecturers, teaching assistants, readers, research personnel, postdocs, fellowship recipients, and visiting scholars. It enrolls 250 graduate students, 250 undergraduate majors, and over 7,000 students in its courses, many with laboratory sections. Its faculty fully participates in teaching and administration and conducts world-class research in campus, local, national, and international laboratories and sites; research activities require active financial arrangements with organizations such as Lawrence Berkeley National Lab. Physics manages 3 distinct campus buildings in its facilities complex with 240,000 assignable square feet, and it also houses and provides services to several research centers, the Physics Library, and multiple research Laboratories with varying physical environments. It has an active fundraising program.

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This position involves performing a full range of administrative services for the research and administrative functions for the office of a Nobel laureate and professor within the Department of Physics at the University of California, Berkeley, who is also a senior scientist at Lawrence Berkeley National Laboratory (LBNL) and a leading figure in the field of cosmology. The faculty member's initiatives are situated to propel research at the forefront of astrophysics and to introduce novel education programs on scientific critical thinking at a global scale in the coming years. The faculty member is committed to an array of timely public policy issues such as science communications, civic assemblies, artificial intelligence, and data science on the national scale.

Reporting to the Chief of Staff (COS), this position provides comprehensive expertise in managing and supporting the administration of the faculty member's initiatives and projects. It will serve as a key point of contact, frequently interacting with high-level offices across the public and private sectors, as well as within the University and LBNL. The role is responsible for ensuring operational excellence by developing and maintaining best practices in senior-level executive support.

Application Review Date

The First Review Date for this job is: November 6, 2024 - Open Until Filled

Responsibilities

40% Administrative Operations Support and Analysis

- Provides high-level, confidential administrative and operational support by leveraging organizational strategy and best practices to manage and prioritize dynamic schedules.
- Independently analyze, recommend, and implement schedule adjustments, taking into account the strategic goals of the executive's initiatives and the complex, rapidly changing nature of his engagements with senior leadership and stakeholders.
- Oversee and/or implement the drafting and management of critical communications and deliverables, ensuring alignment with the executive's strategic projects and initiatives.
- Serve as a liaison with senior leadership across the UC system, public and private sectors, applying broad knowledge to maintain the continuity of the executive's programs through strategic scheduling, logistics management, and relationship building.

20% Operational Leadership, Process Analysis, and Improvement

- Analyze and administer operational workflows across affiliated institutions (UC Berkeley, LBNL,

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Space Sciences Laboratory, Lawrence Hall of Science), identifying inefficiencies and independently developing solutions to optimize processes.

- Administer and streamline logistics for travel, events, and conferences, applying broad organizational knowledge to coordinate complex scheduling, resource allocation, and stakeholder communication.
- Manage and maintain databases tracking the progress of faculty member's initiatives and correspondence, using analytical skills to ensure accurate stewardship of priorities and effective decision-making.

20% Human Resources Management and Strategic Talent Development

- Oversee human resources activities, including recruitment, classification, and payroll administration, independently applying HR theory and best practices. to support projects.
- Serve as point of contact for the University's Human Resources and Labor Relations departments.
- Oversee and assist in staff recruitment, selection, orientation, training, evaluation, grievances and corrective action. Oversee recruitment, hiring, onboarding and offboarding.
- Analyze and address timely HR issues, such as visa and MLA procurements and performance management, by developing strategic solutions in collaboration with UC Berkeley Regional Services and LBNL.
- Serve as a delegated timekeeper, ensuring accurate and timely payroll processing through a deep understanding of institutional policies and systems like CalTime.

15% Financial Management, Analysis, and Strategic Budgeting

- Collaborate with the Chief of Staff and core administrative teams on financial management, bringing in-depth knowledge of financial principles to develop and oversee complex budgets.
- Oversee finances, including the preparation and tracking of a multi-year budget and forecasting.
- Analyze financial reports and burn rates across multiple funding sources, providing strategic recommendations and solutions to ensure the effective use of resources and alignment with project goals.
- Assist with fundraising which includes providing input on non-technical portions of grant and contract proposals, overseeing grant submission process, and reviewing grant reports for funders and maintaining relationships with funders, as needed.
- Independently manage procurement processes and ensure compliance with institutional and funding regulations, applying theory to practice in handling contracts, grants, and financial transactions. Create projections and alternate spending options on post-award administration of

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grants, contracts, and agreements. Ensure the terms and conditions of all awards are met and manage funds in compliance with federal and state policies and regulations. Resolve any problems or discrepancies that may include providing technical reports, research summaries annual and final reports, additional financial reports, and invoice backup.

- Conduct thorough analysis of budget, program goals, and available resources and advises on development of the infrastructure.

5% Policy Development, Compliance, and Strategic Oversight

- Develop and implement policies and procedures, using broad job knowledge to ensure they align with institutional guidelines and enhance the operational efficiency of the executive's office.
- Conduct thorough analyses of compliance-related issues, determining strategic solutions to address potential risks and ensure adherence to both internal and external regulations.
- Act as the primary liaison for compliance matters, independently coordinating with audit teams and regulatory bodies to maintain high standards of operational integrity.

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Thorough knowledge of university and LBNL rules and regulations, processes, protocols and procedures for best administrative practices, including budgeting, accounting, fund management, and / or personnel management.
- Strong interpersonal skills including verbal and written communication, active listening, critical thinking. Ability to engage with various constituencies (including faculty, staff, and students) with cultural sensitivity to differing perspectives and political circumstances within all levels of the organizations named above. Strong service orientation.
- Knowledge of a variety of administrative operational activities such as event planning, basic fundraising processes, website design, accounting and payroll, and contracts and grants regulations and guidelines.
- Solid knowledge of common University-specific computer application programs.
- Strong political acumen and ability to use a high level of discretion and maintain all confidentiality.
- Solid skills in short-term planning, analytical and problem-solving skills.
- Thorough knowledge of financial analysis and reporting techniques, and / or human resources policies and procedures for staff and academic employees.
- Ability to deal with the unexpected in a calm and collected manner to foster and maintain a

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friendly and productive working environment.

- Ability to function well under pressure and take quick and effective action.
- Ability to embrace creative approaches in addressing policy practices and/or interpersonal dynamics.
- Ability to multi-task with demanding timeframes.
- Ability to write correspondence and possibly proposal text at a sophisticated level.

Preferred Qualifications

- Direct experience with high-level scientific research projects.
- Knowledge of pertinent federal regulations such as FERPA.

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 to \$105,000 yearly (\$6,875.00 to \$8,750.00 monthly), commensurate with experience. 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

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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

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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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