

Administrative Officer 3 (7377U) - Haas School of
Business 73976
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=247673>

Downloaded On: Oct. 28, 2024 6:20am

Posted Oct. 25, 2024, set to expire Feb. 22, 2025

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| Job Title | Administrative Officer 3 (7377U) - Haas School of Business 73976 |
| 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 | Classified Staff |
| Academic Field(s) | Administrative Support/Services |
| Apply Online Here | https://apptrkr.com/5754178 |

Apply By Email

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

UC Berkeley's Haas School of Business offers a unique opportunity to champion new ideas, collaborate across boundaries, and continually learn in a workplace committed to increasing diversity and creating a welcoming environment for all. Our distinctive culture is captured within our four Defining Leadership Principles: Question the Status Quo, Confidence Without Attitude, Students Always, and Beyond Yourself. These principles distinguish Berkeley Haas as a unique environment conducive to teamwork, collaboration, and career growth.

The Sustainable and Impact Finance (SAIF) initiative at the Walter A. Haas School of Business at the University of California, Berkeley aims to develop leaders who use sustainable finance and impact investing to create positive change and opportunities. SAIF's work covers all asset classes, including public and private equity, venture capital, and philanthropic capital.

Application Review Date

The First Review Date for this job is: November 7, 2024

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Responsibilities

The Program Director for the Sustainable and Impact Finance Initiative will develop, implement, and support impact finance activities for the Haas student population interested in this field. The position works with and supports faculty and the directors on SAIF courses, develops and manages experiential learning opportunities for students, engages a broad range of stakeholders in impact finance and social entrepreneurship fields, and sources a pipeline of career, speaker, judge, and panelist contact. The Program Director manages the investment for the student-run investment funds, processes and oversees financial management, metrics, and reporting to the UC Foundation, and oversees partnership building to ensure that all elements of the initiative are successfully delivered.

- Manages, plans and administers a range of administrative operations in a small academic department, including administrative operations such as budgetary financial management and coordination of IT, facilities, student services, and contracts/grants.
- Sources impact finance clients for impact investing practicum and managing student deliverables; manages student pitch competitions and impact finance themed conferences; creates networking opportunities (speaker series, stakeholder roundtables, treks, etc.) to engage alumni/impact finance professionals and to enhance student understanding of industry; coordinates with other Haas Centers to implement relevant programming; advises students on career opportunities; liaises with faculty to manage student run impact funds including the Sustainable Investment Fund, the Haas Impact Fund, and the Climate Solutions Fund; liaises with donor advisory board; coordinates with Haas program offices to ensure SAIF courses are represented appropriately to students; supports the experiential curriculum engagement among students, firms, and advisory board; supports SAIF instructors to ensure classroom experience excellence; hire and manage work study students to help as needed.
- Performs studies for resource plans, including approaches, trends, sources, and uses, including developing and tracking KPIs to document progress and impact and developing and tracking annual strategy and workplans.
- Designs and drafts organizational website content; drafts newsletters and correspondence to organizational constituents, including maintaining SAIF website and social media presence.
- Develops and prepares budgets and financial reports for funding. Performs recharge administration and manages annual SAIF budget.
- Provides input into non-technical portions of grant and contract proposals, including preparing annual funder report documenting expenditures and programmatic milestones; maintaining close communication with students and student clubs/organizations working in impact finance. Work in coordination with DAR as well as independently to fundraise for SAIF.
- Professional Learning and Growth: Actively contributes to a team environment that fosters and promotes a culture of diversity, equity, inclusion, justice, and belonging (DEIJB) within the unit

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and at Haas. Exemplifies the Haas Four Defining Leadership Principles: 1) Question the Status Quo; 2) Confidence without Attitude; 3) Students Always; and 4) Beyond Yourself.

- Other duties as assigned

Required Qualifications

- Thorough knowledge of financial analysis and reporting techniques.
- Demonstrated knowledge of a variety of administrative operational activities such as events planning, basic fundraising processes, and website design.
- Strong computer skills with knowledge of business related software such as MS Office Suite and Google Suite; ability to quickly learn new computer application programs.
- Strong oral and written communication skills, including active listening, critical thinking, persuasiveness, advising, and counseling skills.
- Strong problem solving, prioritizing, multi-tasking, skills and demonstrated experience clearly communicating priorities and deadlines.
- Demonstrates a desire to promote DEIJB and exemplifies the Haas four Defining Leadership Principles: 1) Question the Status Quo; 2) Confidence without Attitude; 3) Students Always; and 4) Beyond Yourself.

Preferred Qualifications

- Experience with sustainable and impact finance professionals and firms.
- Experience managing start-up programs, preferably within an academic setting.

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.

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The budgeted salary range that the University reasonably expects to pay for this position is \$80,400 - \$112,900.

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.

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.

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

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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