

Project Support Administrator (4722C), Space Sciences
Laboratory - 75506
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251735>

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Posted Jan. 16, 2025, set to expire May 15, 2025

Job Title	Project Support Administrator (4722C), Space Sciences Laboratory - 75506
Department	Space Sciences Laboratory
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 16, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources Fiscal Services Finance/Investment Management Administrative Support/Services Research/Technical/Laboratory
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Job Description

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Project Support Administrator (4722C), Space Sciences Laboratory - 75506

About Berkeley

Departmental Overview

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The Space Sciences Laboratory (SSL) is an Organized Research Unit (ORU) of the Berkeley campus reporting to the Vice Chancellor for Research. SSL's primary goal is to foster research in space-related sciences and to provide education for the next generation of space scientists. Research at SSL, led by Berkeley faculty and SSL Senior Fellows, focuses on experiments and observations carried out in space as well as theoretical and basic research.

Position Summary

The Project Support Administrator is responsible for the day-to-day administrative operations of the UVEX and Carruthers Projects and supports the Project Management Office. Under the office's direction and supervision, the Project Support Administrator will assist in a wide range of administrative services, including communications, meeting logistics and planning, business services (travel, procurements, etc.), and financial management. General management duties include logistic coordination and the direction of administrative activities.

Application Review Date

The First Review Date for this job is: January 28, 2025

Responsibilities

- Assists in coordinating project reviews for staff and external stakeholders in consultation with the Project Management Office.
- Manages logistics for events, including room reservations, catering, materials preparation, and outreach to attendees.
- Liaises with the Space Sciences Business Office, IT, other Berkeley departments, and external stakeholders for event planning and execution.
- Coordinates onboarding and offboarding processes for project staff, including workstation setup (in-person and remote).
- Maintains project documentation, including contracts, reports, and correspondence, ensuring accessibility and organization.
- Prepares and distributes project updates and communications to stakeholders to inform them of progress and changes.
- Tracks and updates action items using project management software.
- Supports financial processes, including grants and contracts management, payroll, material/service expenses, and financial transactions.
- Handles business transactions, including invoices, reimbursements, approvals, and payment tracking, and resolves issues as needed.

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- Supports budget development, projections, and financial data analysis in collaboration with financial experts.
- Maintains and updates project logs and documents with contract, financial, and other relevant data.
- Gathers and researches information for the Financial Lead and Project Manager, providing recommendations as needed.
- Manages travel arrangements and reimbursements for staff and invited reviewers.
- Purchases materials, services, and supplies and ensures accurate reimbursement processing.
- Contributes to developing and revising project operating procedures and guidelines.
- Captures and tracks project knowledge to maintain institutional memory.
- Serves as the primary point of contact with Berkeley Regional Services (SHARE).
- Engages in professional development and training opportunities.
- Performs other duties as assigned within the scope of the classification.

Required Qualifications

- Knowledge of administrative operations, including meeting planning, finance and accounting, and contracts and grants regulations.
- Excellent written and verbal communication skills to effectively interact with all levels of the organization, including executives, campus faculty, external stakeholders, and vendors.
- Strong organizational skills with the ability to manage multiple projects, prioritize tasks, and meet deadlines in a fast-paced environment.
- Proven ability to exercise initiative, sound judgment, and discretion while maintaining confidentiality.
- Advanced proficiency in MS Office, Google Workspace, and data management tools such as Excel and Google Sheets.
- Experience with budget and expenditure tracking and implementing business process improvements.
- Strong attention to detail and ability to work independently or collaboratively in diverse, multicultural teams.
- High level of political and social acumen, with the ability to problem-solve creatively and respond effectively to issues and concerns.
- Experience with UC Berkeley systems or the ability to quickly learn tools such as BearBuy, Reimbursements portal, CalAnswers, ConnexUC, Berkeley Financial System, and UCPath.
- Demonstrated self-starter with proactive initiative and the ability to think critically.
- Proven experience working within complex organizations.
- Excellent note-taking, correspondence, and documentation skills.

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- U.S. Person - a natural person who is a lawful permanent resident as defined in 8 U.S.C. 1101(a)(20) or who is a protected individual as defined by 8 U.S.C. 1324b(a)(3). It also means any corporation, business association, partnership, society, trust, or any other entity, organization or group that is incorporated to do business in the U.S. It also includes any governmental (federal, state or local), entity.

Education / Training Requirements

Bachelor's degree in a related area and/or equivalent experience/training

Preferred Qualifications

- Knowledge of the organizational environment of higher education and large research universities and ability to understand client priorities, issues, motivations, and constraints.
- Knowledge of UC rules and regulations Experience with or knowledge of fund management processes, protocols, and procedures.
- Experience with Project Management Software: Microsoft Project, ClickUp

Salary & Benefits

This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid hourly and eligible for UC 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 full pay scale for this position is \$29.46-\$42.44. The budgeted hourly range that the University reasonably expects to pay for this position is \$32.46-\$36.00.

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How to Apply

- To apply, please submit your resume and cover letter.

Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>.

- This is not a visa opportunity.
- This recruitment has 1 opening.

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 https://apptrkr.com/get_redirect.php?id=5933472&targetURL=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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