

Business Services Assistant (4263C), Haas School of
Business - 75442
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252185>

Downloaded On: Jan. 31, 2025 2:49am

Posted Jan. 27, 2025, set to expire May 14, 2025

Job Title	Business Services Assistant (4263C), Haas School of Business - 75442
Department	Haas School of Business
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 27, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/5929392

Apply By Email

Job Description

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Business Services Assistant (4263C), Haas School of Business - 75442

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.



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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

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.

For more information about the Haas School of Business visit: <https://haas.berkeley.edu/about/>

The Fisher Center for Real Estate + Urban Economics (FCREUE) is an internationally renowned research center at the Haas School of Business. FCREUE's mission is to educate students and real estate professionals, to support and conduct cutting-edge research on real estate, urban economics, and the California State economy, and share findings and expertise with academics, business, government, and the general public.

FCREUE is a self-funded unit, which operates across five core functions: research, academics, public outreach/service, fundraising/development, and internal management. The Center also provides valuable support to the Real Estate Program at Berkeley Haas.

The Haas School of Business embraces flexible working arrangements for its employees. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

Application Review Date

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The First Review Date for this job is: 01/22/2025.

Responsibilities

The purpose of this position is to facilitate the essential financial, administrative, and clerical tasks to support FCREUE. Responsibilities include processing financial transactions, reimbursements, travel arrangements, entertainment expenses, student awards, etc. Additionally, the position serves as EPC and BluCard holder and assists with gift processing, HR, payroll, and student hiring. This role also provides backup clerical support for faculty and contributes to the development and revision of standard operating procedures and guidelines, ensuring smooth and efficient operations across departments.

- As part of a team supports the business services of FCREUE which includes the following functions: finance, payroll, space planning, student services and awards, human resources, communications, informational technology or safety.
- Processes financial transactions, reimbursements, travel arrangements, entertainment expenses, student awards, gifts processing, etc. Serves as EPC/BluCard holder for unit.
- Functions as part of a team by handling the day to day financial needs of FCREUE's faculty, staff, and students.
- Participates in the development and revision of standard operating procedures and guidelines.
- Provides support to Department Manager in developing job descriptions, facilitating benefits communications, and providing guidance on compensation programs, personnel policies, and procedures as needed.
- Assists with trend analyses and helps develop resulting recommendations.

Professional Learning and Growth

- Embraces the principle of being a "student always" by engaging in opportunities for training, workshops, seminars, continuing education pertinent to the position, or at the suggestion of the supervisor.
- Actively contributes to a team environment that fosters and promotes a culture of diversity, equity, inclusion, and belonging (DEIB) within the unit and at Haas.
- Engages in ongoing education to promote diversity, equity, inclusion & belonging by completing University sponsored certifications & training sessions (ie: MEP Workshop, Implicit Bias Certification, LinkedIn Learning workshops, and other workshops & seminars offered by the University or Haas, as they are made available) or by engaging in external seminars & resources related to DEIB.

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- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.

Required Qualifications

- Solid communication and interpersonal skills to communicate effectively with all levels in the organization (faculty, staff, students, campus partners, etc.) verbally and in writing.
- Knowledge of accounts payable and accounting systems, to process financial transactions, procure goods and services, and ability to troubleshoot errors and common problems.
- Ability to use sound judgment in responding to issues and concerns.
- Solid organizational skills and ability to multi-task with demanding timeframes.
- Demonstrated proficiency with MS Office Suite (Word, Excel, PowerPoint, Access, etc.) and Google Suite.
- Ability to use discretion and maintain confidentiality.
- Strong analytical skills and excellent attention to detail.
- Excellent interpersonal skills, demonstrating a desire to promote diversity, equity, inclusion and belonging to establish and maintain positive & professional working relationships with colleagues, students and team members.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.
- Demonstrates an understanding of and commitment to diversity, equity, inclusion, and belonging in a business, organization or public university setting.

Education/Training:

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

Preferred Qualifications

- Knowledge of and/or can quickly learn campus and campus systems (BFS, BearBuy, Card program, etc.).
- Experience with Adobe Creative Suite.

Salary & Benefits

This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid biweekly at an hourly rate and is eligible for UC Benefits.

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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 hourly range that the University reasonably expects to pay for this position is \$31.43 (Step 1) - \$41.15 (Step 13).

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.

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.

Misconduct

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final

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candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

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



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Contact Information

Please reference Academickeys in your cover letter when
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Contact

N/A

University of California, Berkeley

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