

Administrative Manager (0547U) - 75359
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252190>

Downloaded On: Jan. 30, 2025 4:58pm

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

Job Title	Administrative Manager (0547U) - 75359
Department	Departments of Sociology and Demography
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 27, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/5929445
Apply By Email	
Job Description	

Image not found or type unknown



Administrative Manager (0547U) - 75359

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

Administrative Manager (0547U) - 75359
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252190>

Downloaded On: Jan. 30, 2025 4:58pm

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

1868, we have driven innovation, creating global intellectual, economic and social value.

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

The Departments of Sociology and Demography are within Social Sciences Division in the College of Letters and Science. Sociology and Demography are separate academic units with their own programs and dedicated staff. Together these departments constitute over 30 faculty FTE (including Adjuncts, Professors of the Graduate School, active emeriti); 13 visiting instructors, 18 visiting scholars, and approximately 160 ASE appointments. The Department of Sociology has over 600 undergraduate majors and 140 doctoral degree students. The organizations include over 24 department support staff members; Financial resources include approximately \$14M in annual funding including extramural funding.

Position Summary

The position manages the operations and administration for the Departments of Sociology, Demography and the Berkeley International Study Program (BISP) and maintains full accountability for these units. Collaborates with both Department Chairs and Associate Chairs to meet the overall needs of the departments' academic programs. This position involves managing the full general operations of both academic units. Administrative services include activities in finance and human resources, IT, facilities, instruction, student services, and Concurrent Enrollment. General management includes long and short-range strategic planning in determining the mission and directing all activities of the multi-disciplinary departments through subordinate management staff.

Provides interpretation of campus academic and fiscal policies to Chair and faculty. Serves as liaison to the College of Letters and Science, Business Contracts, BRS, and Academic Personnel. Develops

Administrative Manager (0547U) - 75359
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252190>

Downloaded On: Jan. 30, 2025 4:58pm

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

and implements department procedures to ensure compliance with relevant campus policies.

Provides oversight and responsibility for completion of all administrative services which typically includes all or most of the following functions: IT, facilities, student services, internal contracts and grants, budgetary financial management, business contracts administration and/or human resources. Completes cyclical responsibilities in which some functions may require more or less attention, depending on the time of year or competing unit priorities.

Application Review Date

The First Review Date for this job is: 01/21/2025.

Responsibilities

Determines and establishes organizational structures and supervisory relationships; responsible for managing two academic departments; Sociology and Demography.

- Communicates the mission and direction of the College and the Departments to staff, building necessary coalitions to affect positive change.
- Promotes administrative innovation, quality customer service and respect for diversity, teamwork and open communication.
- Identifies, defines, plans and implements the administrative activities required to accommodate and support changes in or additions to academic programs and administrative accountability.
- Provides analysis and makes recommendations to ensure that acceptable quality and levels of support services are provided throughout both departments, and that functional areas, projects and programs are adequately staffed to meet the departments' missions.
- This includes making recommendations to the Dean and Chairs on appropriate staffing levels.

Prepares short- and long-range planning for administrative services operations and improvements to processes.

- Establishes and recommends change to policies which affect the assigned unit(s).
- Makes decisions on administrative or operational matters and ensures achievement of both departments' objectives (operational and budget processes, academic and/or staff FTE, finance, recharge administration, fundraising, human resources, IT and space planning).
- Performs policy and issues research and analysis.
- Directs all aspects of departmental budget planning and preparation including short and long-

Administrative Manager (0547U) - 75359
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252190>

Downloaded On: Jan. 30, 2025 4:58pm

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

range financial planning for an available department annual budget of approximately \$3 to \$5 million.

- Serves as the principal financial advisor to the Chairs.

In consultation with the Chairs, analyzes budgetary implications of proposed changes to long-range academic programs and plans.

- Confers with staff and technical/administrative unit managers to prepare complete plans as prioritized by academic management and departmental committees.
- Oversees departmental expenditures and financial position throughout the year; immediately advises the Dean and Chairs of problem areas that may require a deviation from plans.
- Drafts department responses for Dean and Chairs to campus requests for policy development input and requests for information.

Supervises Business Services staff, Student Services Manager, IT, and BISP director plus additional staff as added/needed.

- Hires, trains, establishes goals & objectives, develops, coaches, evaluates performance, and recommends salary actions; takes disciplinary action when necessary.
- Interacts with, and advises, senior supervisors on controversial and pressing situations, and customer negotiations, and participates with other higher-level managers to establish campus strategic plans and objectives.

Promotes professionalism, performance management, and career development.

- Organizes the overall work of the unit; identifies and evaluates priorities; delegates or reallocates general responsibilities and specific tasks; establishes or revises operating procedures.
- Meets regularly with staff, keeps them informed of changes, policies, and procedures both in the department and across the campus.

Represents the departments in campus-wide meetings and discussions.

- Plans, designs, influences and implements campus-wide processes.
- Serves as a campus resource: as a member of campus committees charged with developing business services and personnel policies and procedures; and in response to questions and

Administrative Manager (0547U) - 75359
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252190>

Downloaded On: Jan. 30, 2025 4:58pm

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

concerns raised by other units.

Instills strong management practices among subordinate staff.

- Plans and coordinates the implementation of administrative policies, procedures, and standards necessary to ensure uniform, effective and appropriate business practices.
- Oversees management operations of business services, CE, and Student Services: including accounting, contracts, and purchasing/receiving; computer support services; human resources administration; and various units that directly support the academic program, support services including graduate and undergraduate student services, and space and facilities: in conjunction with the Dean and Chairs, manages departmental space allocation and utilization in two major building complexes.
- Directs the administration of support facilities such as classrooms, core rooms, and shared equipment.
- Oversees all necessary expenditures from departmental funds in support of these functions.
- Frequent deviation from standard practices is prevalent, requiring on-going analyses of operation and application of critical thinking.
- Some examples include adjusting to changes in the distribution of available faculty and lecture offices space as department rooms are renovated, or demolished and rebuilt; dealing with frequent changes in the departments' Concurrent Enrollment & Summer Session funding sources; analyzing available resources to provide for major upgrades to room technologically equipment in various departmental facilities.

Required Qualifications

- Broad knowledge of and/or can quickly learn the organization's processes, protocols and procedures with a focus on budget, account and fund management and/or personnel management under labor contract(s) and personnel policy.
- Broad knowledge of financial analysis and reporting techniques; human resources and risk management planning; and/or accounting and payroll.
- Strong verbal and written communication skills; ability to influence/persuade all levels of staff.
- Skills in organization and customer service to effectively manage multiple important priorities.
- Proven ability to organize department work functions in an efficient and effective manner.
- Broad knowledge of and/or can quickly learn common organization-specific and other computer application programs.
- Skills to work collaboratively with other locations.

Administrative Manager (0547U) - 75359
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252190>

Downloaded On: Jan. 30, 2025 4:58pm

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

- Proven skills to quickly evaluate complex issues and identify multiple options for resolution.
- Demonstrated management and conflict resolution skills to effectively lead and motivate others.
- Bachelor's degree in related area and/or equivalent experience/training.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and is eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's https://apptrkr.com/get_redirect.php?id=5929445&targetURL=

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 annual salary range that the University reasonably expects to pay for this position is \$109,200.00 - \$166,000.00.

How to Apply

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

Diversity Statement

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Administrative Manager (0547U) - 75359
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252190>

Downloaded On: Jan. 30, 2025 4:58pm

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

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

Other Information

- 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 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:

https://apptrkr.com/get_redirect.php?id=5929445&targetURL=

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final 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 Manager (0547U) - 75359
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252190>

Downloaded On: Jan. 30, 2025 4:58pm

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

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 https://apptrkr.com/get_redirect.php?id=5929445&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



Administrative Manager (0547U) - 75359
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252190>

Downloaded On: Jan. 30, 2025 4:58pm

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

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

,