

Project Coordinator - Finance, Staff HR, Facilities (7377U)  
75814  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252219>

Downloaded On: Jan. 30, 2025 9:38am

Posted Jan. 27, 2025, set to expire Jun. 30, 2025

<b>Job Title</b>	Project Coordinator - Finance, Staff HR, Facilities (7377U) 75814
<b>Department</b>	Berkeley Social Welfare
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jan. 27, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff Coordinator
<b>Academic Field(s)</b>	Human Resources Finance/Investment Management Facilities/Maintenance/Transportation
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**Job Description**

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**Project Coordinator - Finance, Staff HR, Facilities (7377U) 75814**

### 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.



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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.

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

Berkeley Social Welfare is one of the nation's leading social work graduate programs. As part of the world's top ranked public university, the School of Social Welfare is producing new knowledge for the common good and training the next generation of social work thought leaders dedicated to serving society's most vulnerable members. Known for combining rigorous scholarship with outstanding education, the School of Social Welfare offers MSW and PhD programs as well as an undergraduate major. Since 1944, the School has prepared nearly 12,000 social work professionals for leadership positions in the public and nonprofit human service sectors. Berkeley Social Welfare graduates are dedicated to meeting the growing needs of marginalized, underserved and other vulnerable populations.

### Application Review Date

The First Review Date for this job is February 7, 2025

### Responsibilities

### Human Resources

- Develops, implements, and leads the internal processes, including initiating tickets for recruitments, extensions, classifications, etc., pertaining to administrative employees. Serves as the initial point of contact for hiring managers and supervisors and works in close collaboration

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with HR Business Partner.

Ensures accurate completion of forms and documents related to HR and Payroll for the School.

- Develops, implements and leads staff recognition and appreciation programs and leads the campus' STAR awards program for the unit.
- Develops and delivers trainings for supervisors for administrative classifications.
- Gathers, analyzes, prepares and summarizes financial and HR reports; works on complex issues where analysis of situations or data requires an in-depth evaluation of variable factors.
- May include initiating visa processing tickets for international visiting scholars and researchers

### **Financial**

- Drafts format for and then completes regularly scheduled updates of department and School-wide financial reports, analysis, possible actions needed based on report review and analysis, and presentations.
- Researches and analyzes and updates (via journal entry or salary cost transfer) general ledger expenses throughout the fiscal year. Help others plan for and manage the purchase of larger expenditures, like new equipment or technology, or annual budgets.
- Performs funding entries and salary cost transfers in UCPath. Prepares all fund and expense transfers to comply with fiscal policies, and annually ensures no deficits occur by Dept ID or fund. Does monthly and quarterly activities designed to ensure the School's compliance with SAS 115 regulations; supports the School's primary responder to any audit requests from the Office of Audit Services, BluCard Audit desk, or Contracts and Grants Administration Compliance officers.
- Works directly with Campus Deposit System, Berkeley Financial System, CalAnswers Financials, the campus credit card systems (Stova and CyberSource, which has restricted data, and certification processes for confidentiality); Sponsored Projects, Telecat, and Physical Plant. Systems the incumbent uses regularly include Campus Accounts Receivables System (CARS), Student Information System (SIS), Procurement, and the campus Business Contracts Office.
- Maintains the archive of SSW accounting files, and confidentially destroy old files as per retention policy.

### **Committee Administration**

- Documents the faculty committee's projects, including agendas, minutes, and follow-up tasks. Leads drafting of correspondence, and reports, presentations, and proposals for constituencies, such as university colleagues, representatives of business or government agencies, donors etc., that require minimal revision prior to distribution.  
Provides complex analyses across a broad spectrum of programs, policies and initiatives;  
Performs analysis to determine resource allocations on projects, spending trends, and determine

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savings estimates based on changes to existing practices.

Liaises with other campus offices and the faculty lead.

May develop project plans and ensure timely execution of projects.

- Assists with fundraising related duties, including scheduling meetings with donors, and campus and School collaborators and compilation of documentation for reimbursement processing.
- Develops, revises and oversees implementation of the Dean's Administrative and Operational Procedures Manual.

### **Facilities**

- Performs studies for resource plans, including approaches, trends, sources and uses.
- Responsible for storage of surplus office equipment and furnishings, and coordinating disposal of unneeded equipment and furnishing.
- Provides project management support for capital projects or large-scale maintenance or periodic cleaning projects, including coordinating schedules and access needs among building occupants, other units on campus, contractors, and vendors.
- Submits, tracks and follows up as needed on maintenance requests.
- Manages the Dean's Office's equipment needs in coordination with internal or central IT. Acts as department equipment custodian through the equipment tracking system(s) and conducts department inventory controls, including processing and maintaining records.
- Serves as "Department Access Key Controller" as defined by the UCPD Access Control Policy, maintaining accurate records of all access control activities for digital access and physical keys, including ensuring appropriate authority prior to issuing keys, ordering replacement keys as needed, recovering department keys from departing personnel, reporting any failure to recover access control keys to department management and UCPD, and securely storing unassigned keys.
- Serves as safety coordinator.
- Maintains security of the Dean's Suite along with the School Administrative Coordinator and Department Manager.

### **Business Process Support**

- Create and clarifies policies and procedures, creates clear instructions, and tests new procedures for a variety of operations, ex. finances, HR, facilities. Trains employees, including faculty, and student employees on procedures.
- Supports the intricate costs of collaboration across stakeholders in the School (physical and virtual traffic), including rescheduling complex meetings (multiple stakeholders, multiple locations) involving the Dean and providing excellent customer service to dissatisfied stakeholders.

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- Serves as backup to Dean's Suite front desk coverage at times of low staffing.
- Serves as primary responder from multiple departmental, shared email accounts leveraging their expertise to resolve issues, escalate/redirect as needed, and draft correspondence when appropriate.

**Other duties as assigned.**

**Required Qualifications**

- Thorough knowledge of or ability to gain knowledge of University rules and regulations, processes, protocols and procedures for budget, accounting and fund management, and personnel management, and/or comparable institutional knowledge.
- Excellent interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising and counseling skills.
- Knowledge of a variety of administrative operational activities such as basic accounting and payroll, contracts and grants regulations and guidelines, fundraising processes, and process management.
- Ability to use discretion and maintain confidentiality, especially regarding personnel, student and financial information.
- Strong skills in short-to-medium-term planning, analysis, problem-solving, and customer service.
- Ability to set priorities, meet constant deadlines, follow-through on tasks and commitments, interact effectively with diverse groups and work independently and as a member of a team.
- Thorough knowledge of financial analysis and reporting techniques, and human resources policies and procedures for administrative and academic employees.
- Thorough knowledge of common office tools such as the Google Office Suite and Microsoft Office tools.
- Solid knowledge of, or ability to quickly learn, common University-specific computer application programs, such as BearBuy, BFS, UCPATH and CalAnswers.
- Solid ability to use multiple spreadsheet and database software tools to accurately gather information for analysis, program management, proposals and reports.
- Proficiency in design for reports, forms, and presentation with attention to current templates and branding.
- Ability to carry approximately 20 lbs, crawl around under desks and in tight spaces, and work in-person at least 4 days per week.
- Bachelor's degree in related area and / or equivalent experience / training



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## Salary & Benefits

This is a full-time, 1-year contract position. Extension is possible with continued funding.

This position is eligible for full 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 budgeted salary range that the University reasonably expects to pay for this position is \$92,500 - \$105,000, annually.

## How to Apply

To apply, please submit your resume and cover letter.

## Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

## 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 Disclosure



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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:

[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](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  
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