

Administrative Officer 2 (4263C), Department of Chemical
Engineering - 75997
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252633>

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Posted Feb. 4, 2025, set to expire Jun. 30, 2025

Job Title	Administrative Officer 2 (4263C), Department of Chemical Engineering - 75997
Department Institution	University of California, Berkeley Berkeley, California
Date Posted	Feb. 4, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Human Resources Finance/Investment Management Administrative Support/Services
Apply Online Here	https://apptrkr.com/5973788

Apply By Email

Job Description

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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

The Department of Chemical and Biomolecular Engineering (CBE) is an instructional and research Department in the College of Chemistry. CBE provides the opportunity for undergraduate and graduate students to obtain a thorough fundamental knowledge of all fields in chemical and biomolecular engineering.

In broad terms, research conducted in CBE can be divided into the following areas: catalysis and reaction engineering, electrochemical engineering, polymers and complex fluids, microsystems technology and microelectronics, molecular simulations and theory, interfacial engineering, biochemical and bioprocess engineering, biomedical engineering, and synthetic biology. The CBE also collaborates with the Lawrence Berkeley National Laboratory (LBNL).

The Department has 17 ladder ranked faculty, four regularly appointed non- Senate faculty, two full time Lecturers and four to six temporary lecturers each year. CBE is home to about 425 undergraduates and 135 Masters and Doctoral students. Approximately 100 graduate and undergraduate students are hired annually as GSI's and Readers in support of the teaching program. In addition, CBE is host to approximately 75 visiting postdoctoral fellows, visiting scholars and researchers. Teaching and research facilities are located in several buildings within the College of Chemistry's complex, and several faculty have appointments at Lawrence Berkeley National Laboratory as well. The Department's budget includes state and federal funds, discretionary funds, gifts and endowments, scholarship and fellowship funds.

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Position Summary

Involves managing or performing the administrative services or managing the full general operations of an academic or non-academic organization(s). Administrative services include activities in finance and human resources and may also include IT, facilities, or student services. General management activities include long and short-range strategic planning in determining the mission and directing all activities of multi-disciplinary departments through subordinate management staff.

Application Review Date

The First Review Date for this job is: February 14, 2025

Responsibilities

Administrative Operations:

- Serves as an administrative resource and main contact for lab members to ensure continuity.
- Provides orientation/training and continued guidance for lab members with UC's purchasing and recharge system, and any administrative issues such as high value equipment purchases, assisting in navigating the bureaucratic campus structures, informs/reminds lab members of UC policies, and coordinates/facilitates catering services for PIs' sponsor review meetings or occasional lab research presentation meetings.
- Provides substantial lab member support concerning traveling to conferences and the complex UC travel and entertainment regulations, and restrictions.
- Coordinates a lab group's usage of recharge facilities beyond the College of Chemistry, and updates fund numbers if projects end or change.
- The FSA reports significant increases in recharge spending to the PI, and reminds lab members to obtain quotes for more substantial shop work.

Human Resources and Finance Assistance:

- Provides guidance to supervisors and managers in developing job descriptions, facilitating benefits communications, and providing guidance on compensation programs, personnel policies, and procedures when acting as a liaison between PI and HR department.
- Provide PI with updated policies or regulations when hiring new lab members and when facilitating the appointment of new Visiting Students Researcher (VStR). This includes the process of appointing GSRs every semester and for summer, and guiding international visiting

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scholars (VS) or student researcher (VStR) through the campus administrative structure, and questions about finding accommodation.

- Assisting GSRs navigating various fellowships in order to secure correct and timely stipend payments.
- Supports international visiting student researchers (VStR) to access EH&S security training in order to enter the lab and conduct research by the start date.
- Coordinates and assists in hiring student workers during the summer break, facilitates building access, and on behalf of the PI reviews/approves student workers' bi-weekly time cards.
- For PIs with a LBNL appointment and funding, this position requires that the FSA coordinates with LBNL's HR and the RA to support the hiring of lab members. LBNL has different deadlines and more extensive procedures, especially for international lab members.
- Functions as the lab's resource on issues such as research invoicing discrepancies, escalated customer service problems and vendor concerns.
- Periodically check with lab members about the delivery status of older open Purchasing Orders (POs).
- If needed contacts the vendor regarding not yet received invoices and post vendor invoices in the UC system.
- Monitors older POs until either closed or fully paid. Communicates with the Disbursement department in order to get overdue invoices paid and for further processing when a vendor put our account and order on hold because of the overdue UC invoices.

Communications:

- Serves as liaison between Principal Investigator, Contracts and Grants Accounting, Berkeley Regional Services (BRS) and agencies.
- Keeps UCB and LBNL administration informed with regard to research personnel payroll changes.
- Keep RAs updated on potential contract renewals based on the PI's intention so RAs can update their projections.
- Notify HR and RAs a lab member resigns for processing the separation, and updates the PI's previous lab member contact list.
- Reviews the RAs projections to insure it reflects the PI's estimates.
- Communicate with the PI if the changed spending will lead to over or underspending on a particular project.

General Operations Support:

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- Assists PI in the preparation of correspondence, reports, nominations and recommendations.
- Facilitates and processes the submission of applicant's nomination to various annual awards, as for example the American Chemical Society (ACS).
- Gathers and coordinates financial and other resource data; prepares report drafts, or analyses of operational activities pertaining to current services. Examples are regularly updating the PI's publications, Current, and Pending Support document in MyNCBI, an automated system for storing PIs' CV, publications and Current and Pending Support data.
- Periodically updates the PI on administrative lab issues, problems and deadlines that may indirectly affect research projects.
- Participates in the development and revision of standard operating procedures and guidelines.
- Serves as a liaison between Principal Investigator, Sponsored Projects Office, Contracts and Grants Accounting, Berkeley Regional Services (BRS), and agencies.
- This position sets internal deadlines for collecting administrative and technical documentation from all participants involved in a grant proposal.
- This position pivots to ensure the priority of short-notice proposals.
- They carefully read and monitor Proposal Requests and the details of documentation and restrictions, and provide the PI with a budget and budget justification draft.
- This position facilitates the process of timely submitting Principal Investigator-s research proposals through the University's internal review system called PHOEBE and coordinates with the preAward RA the submission and approval of the final proposal.
- Administers a defined operational program or activities that may include some of the following functions: finance, facilities, payroll, space planning, student services, human resources, communications, informational technology or safety.
- This position reviews actual financial transactions and compares transactions with projections. Assures that all payroll charges at the end of the previous month are correct, and alert/work with the Research Administrator (RA) or HR to correct discrepancies and correlate spending plans.
- Assists with department events such as but not restricted to GSR or faculty recruitment, annual commencement celebration, annual graduation party and other events for students and faculty.

Required Qualifications

- Ability to use sound judgment in responding to issues and concerns.
- Ability to use discretion and maintain confidentiality.
- Demonstrated problem-solving skills and ability to analyze data/problems.
- Solid communication and interpersonal skills to communicate effectively with all levels of staff verbally and in writing.
- Active listening, critical thinking, persuasiveness, advising skills.

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- Solid organizational skills and ability to multi-task with demanding timeframes.
- Strong skills in short-term planning, analysis, problem-solving, and customer service.
- Ability to work independently, take initiative, and manage multiple high priorities.
- Extensive administrative experience with minimal supervision.
- Working knowledge of and/or can quickly learn common organization-specific and other computer application programs.
- Relevant administrative knowledge and experience including demonstrated ability to independently manage an administrative office with a broad spectrum of support services.
- Knowledge of a variety of administrative operational activities such as event planning, basic accounting and payroll, and contracts and grants regulations and guidelines.
- Experience in budgeting, coordination and budget preparation, cost, and financial analysis.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Knowledge of and/or can quickly learn University rules and regulations, processes, protocols and procedures for budget, accounting and fund management, and/or personnel management.
- Knowledge of and/or can quickly learn common University-specific computer application programs.
- Thorough knowledge of financial analysis and reporting techniques, and/or human resources policies and procedures for staff and academic employees.
- Events planning and coordination.

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 hourly range for this position is \$37.61 (Step 9) - \$45.00 (Step 17). The full pay scale for this job classification is \$31.43 (Step 1) - \$55.07 (Step 26).

- This is a full-time, Career position that is eligible for full UC benefits.
- This is non-exempt, bi-weekly paid position.

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 position is eligible for up to 40% remote work after the 6-month probation/training period. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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

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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:

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[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=5973788&targetURL=U.S. Equal Employment Opportunity Commission



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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 applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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