

Executive Assistant to the Dean (4702C) 76002
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252634>

Downloaded On: Feb. 5, 2025 5:40am

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

Job Title	Executive Assistant to the Dean (4702C) 76002
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)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/5973793

Apply By Email

Job Description

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Executive Assistant to the Dean (4702C) 76002

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

The Berkeley School of Education is a professional school that offers doctoral degrees with 4 concentrations, master's degrees, master's/credential programs, and an undergraduate degree.

The school enrolls slightly under 300 graduates and about 300 undergraduates annually, including visitors, the staffing headcount total is about 500. In addition to research, the school is highly visible in its international, national, state-wide and local outreach, professional development, and enrichment programs.

The successful candidate will be a flexible, detail-oriented self-starter; have superior skills with scheduling, customer service, and problem solving; and enjoy being a critical part of a team working in a fast-paced environment. Specifically, provides support to the dean, manages the dean's calendar, prepares briefing materials, coordinates travel, managing the dean's tasks, and coordinating confidential and sensitive communications within the department and with central campus administration. Assists the dean with special projects as needed. Makes certain that sensitive situations are identified, triaged and forwarded to the appropriate staff members on behalf of the dean. Work requires professional demeanor and the exercise of independent judgment, application of appropriate UC and campus policies, and advanced problem-solving skills.

Application Review Date

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

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Responsibilities

Management of Executive Schedule and Meeting Coordination:

- Manage all aspects of the dean's schedule--including but not limited to calendaring complex meetings with internal and external stakeholders, tracking meeting requests and commitments, communicating efficiently with meeting participants and support staff, and coordinating meeting logistics and facilitating travel arrangements.
- Effectively manage information, projects, and communication to ensure accurate and timely responses.
- Functions as a gatekeeper to assure prioritization of the dean's time. Uses campus applications (Box, Google Docs) and Asana to support key administrative functions. Collects and prepares information for use in discussions and meetings. Records minutes or notes of meetings as required and supports follow up assignments to successful and timely conclusion.

Department Communication and Problem Solving:

- Establish and maintain strong working relationships with all levels of constituents, both internal and external to the deans office.
- Using discretion and diplomacy, responds inquiries regarding department and campus operations, policies and procedures.
- Using independent judgment, relay critical information in a timely fashion on a need-to- know basis. Brief the CAO, CoS, Assistant and Associate Deans on priorities and deadlines and on the status of pending issues.
- Forwards issues presented by staff, faculty and external constituents to appropriate individuals for resolution.
- Understands the program goals and priorities of the executive and prioritizes issues according to urgency.
- Assists with dean's mailings.

Special Projects:

- Provides administrative and technical assistance on special projects as assigned by dean.
- Researches, gathers data, compiles and summarizes issues, policies and topics; reaches out internally and externally to obtain background, briefing, and meeting materials.
- Assists in preparing, editing and modifying documents including research reports, presentations,

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and proposals.

Office Management:

- In collaboration with the dean's office staff and student assistants, research, order, and receive office supplies/equipment and ensure that the office and is well organized and that information and supplies are readily accessible.
- Process travel and entertainment requests and reimbursements and card reconciliation in a timely fashion.

Dean Event Planning:

- On behalf of the dean, plans and directs complex events, symposia, receptions. Establishes location, negotiates contracts for catering, set-up, equipment, transportation, and other logistics while managing to the department budget.

-Serves as a backup building coordinator with key control.

-Participates in professional development.

Required Qualifications

- Familiarity with the organization's processes, protocols and procedures or comparable institutional knowledge.
- Knowledge of federal regulations such as FERPA.
- Solid analytical / problem-solving skills.
- Political acumen and sensitivities to the differing perspectives and political circumstances within all levels of the organization as well as the Office of the President and external constituencies.
- Strong service orientation and the ability to work proactively as part of a team
- Demonstrated interpersonal skills sufficient to communicate effectively with staff, faculty, students, alumni/donors, distinguished visitors, government officials, and external constituencies, both verbally and in writing.
- Excellent written and oral communication skills, sufficient to represent the Dean and the School with the greater campus community
- Ability to meet deadlines and to respond to questions in a timely manner.
- Comfort and experience working in a high-pressure, fast-paced environment

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- Strong, demonstrated oral and written communication skills.
- Ability to multi-task with demanding timeframes.
- Ability to work successfully with a team and under own initiative
- Ability to use high-level discretion and maintain a high level of confidentiality
- Maintains composure and professionalism in all interactions, including high-pressure or challenging situations.
- Available for some evening and weekend activities.
- Strong demonstrated knowledge of office software, such as Microsoft Office and Google Suite to assist in creating documents and presentations
- Bachelor's degree in related area and / or equivalent experience / training

Preferred Qualifications

- Project Management Training
- Mastery of UC Berkeley systems, particularly Bearbuy, Box, Google Docs, Connexus, & Bcal, and/or comparable institutional system knowledge.

Salary & Benefits

This is a full-time, career position.

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 \$73,280 - \$91,600, annually.

Other Information

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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>

How to Apply

To apply, please submit your resume and cover letter.

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

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

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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 applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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