

Assistant Director of Administration (7374U), Berkeley
Dining - 76240
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253127>

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Posted Feb. 14, 2025, set to expire Jun. 30, 2025

Job Title	Assistant Director of Administration (7374U), Berkeley Dining - 76240
Department	Berkeley Dining
Institution	University of California, Berkeley Berkeley, California
Date Posted	Feb. 14, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Dining Services
Apply Online Here	https://apptrkr.com/6005575

Apply By Email

Job Description

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Assistant Director of Administration (7374U), Berkeley Dining - 76240

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

In the Division of Student Affairs and under the Residential Student Services Programs portfolio, Berkeley Dining is a self-operated dining program focused on culinary excellence, social responsibility and supporting the living/learning environment of our customers. With more than 12,000 meal plan holders, Berkeley Dining serves over 5 million meals per year in 14 facilities with a combination of residential "all you care to eat" dining, retail "a la carte" dining, stadium concession, training table, early childhood education meal production and catering. Berkeley Dining services the campus seven days per week, seventeen hours per day employing 450 full and part time staff and approximately 400 student workers across multiple locations.

Under the direction of the Director of Administration, this position will support day-to-day operational needs of the Central Staffing Office and work with Berkeley Dining units to fulfill temporary staffing requests for a variety of positions (Custodians, Food Service Workers, Cooks). Responsibilities include: conducting the full cycle recruitment for temporary pools (create job postings, screen applications, conduct interviews, and reference checks) and acting as a liaison between the Central Staffing Office and Berkeley Dining management staff to receive requests for temporary employees, assign employees to temporary assignments, ensure accurate timekeeping and payroll allocations, and support staff with accessing resources for leaves and retirement (as needed).

Application Review Date

The First Review Date for this job is: February 27, 2025

Responsibilities

Central Staffing Office:

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- Oversees operations of the Berkeley Dining Central Staffing Office, leading a team responsible for recruitment and assignment of temporary staff, communication of transfer and overtime opportunities, tracking contracted labor usage, and auditing timecards.
- Collaborates with unit managers and Director of Administration to create work schedules that appropriately address operational needs.
- Forecasts labor needs based on historical data, and adjusts staff schedules and work assignments to match production volume.
- Regularly audits position management information for accuracy; submits changes as needed.
- Collaborates with unit managers, administrative team, and HR to monitor and improve employee engagement and retention strategies.

Administrative Management:

- Develops and implements policies and procedures to optimize efficiency and accuracy of administrative processes.
- Develops and maintains clear workflows for administrative tasks, ensuring consistency and compliance with University and Union policies.
- Provides regular support to direct reports to ensure alignment with operational goals; addresses deficiencies as needed.
- Supports the Director of Administration with various administrative tasks, including budgeting, scheduling, and project management.
- Assists with the coordination of department meetings, reports, and other essential operations.
- Provides timely communication to internal and external partners.

Human Resources Support:

- Supports managers & supervisors in addressing performance-related concerns, including drafting performance letters.
- Coordinates with HR Business Partner to submit and track a variety of inquiries and requests within ServiceHub.
- Maintains employee records and manages updates related to performance, promotions, and terminations.
- Uses strong judgment to determine when best to involve Human Resources (HR), Employee & Labor Relations (ELR), Office of Prevention of Harassment & Discrimination (OPHD), or other campus offices regarding various issues that arise.
- In collaboration with the Director of Administration and HR Business Partner, evaluates department practices to ensure compliance with University policies, collective bargaining units, and local, state, and federal laws.

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Special Projects:

- May be responsible for special projects as assigned, including event planning, development of financial reports and dashboards, and/or evaluating new software.

Professional Development:

- Continues to broaden professional knowledge and skills and attends ongoing training, staff meetings, and in-service trainings as required.
- Professional development includes enhancing skills as a leader, trainer, and coach.

Required Qualifications

- Working knowledge of the organization's processes and procedures, rules and regulations.
- Working knowledge of and/or ability to quickly learn common organization-specific and other computer application programs.
- Interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising, and counseling to effectively motivate others.
- Skills to evaluate issues and identify resolutions.
- Strong service orientation with the ability to effectively manage multiple priorities.
- Ability to use discretion and maintain confidentiality.
- Strong skills in short-term planning, analysis, problem-solving, and customer service.
- Ability to understand HR policies and procedures, labor laws, union agreements, and collective bargaining processes.
- Knowledge of a variety of administrative operational activities such as event planning, basic fundraising processes, risk management planning, website design, accounting and payroll, and contracts and grants regulations and guidelines.
- Previous experience in staff scheduling and hiring.
- Basic financial acumen, and experience working within defined budgets including monitoring labor expenses
- Solid organizational and customer service skills to effectively manage multiple priorities.
- Proven experience in a senior administrative role.

Education/Training:

- Bachelor's degree in Business Administration, Business Management, Human Resources, or a related area; or equivalent experience / training.



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Preferred Qualifications

- Previous experience in a supervising a team.
- Knowledge of food safety regulations and compliance standards.

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.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$86,700.00 - \$100,800.00. This is an exempt, monthly-paid position.

- This is a 12-month, full-time (40 hours/week), Contract position that is eligible for full UC benefits.

How to Apply

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

Driving Required

- A valid driver's license and DMV check for driving record is required.

Other Information

- This is not a visa opportunity.

Conviction History Background



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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.

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.

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."

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

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=6005575&targetURL=



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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=6005575&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).



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To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

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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