

Executive Assistant (4702C) - 76463
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253636>

Downloaded On: Feb. 24, 2025 5:32pm

Posted Feb. 24, 2025, set to expire Jun. 30, 2025

Job Title	Executive Assistant (4702C) - 76463
Department	Summer Sessions, Study Abroad, Lifelong Learning & University Extension
Institution	University of California, Berkeley Berkeley, California
Date Posted	Feb. 24, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/6026719

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.

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

Summer Sessions, Study Abroad, Lifelong Learning & University Extension (SSALLEX) is the extended education division of the University of California, Berkeley and an essential part of the University's mission to extend the research and scholarship of UC Berkeley to a global community.

SSALLEX is a vibrant and dynamic organization that enables more than 60,000 visiting UC and potential Cal students; parents, faculty, academic units, international business partners, and central campus service providers engage in campus activities. The department provides more than 2,000 summer courses, fall freshmen programs, study abroad experiences, global internships, and year-around programs or courses, lectures, special events and interest circles for older adults.

Position Summary

The Dean of Extended Education, who oversees SSALLEX, interfaces with a diverse constituency of individuals within Berkeley, the UC system, community organizations, corporations, and higher education institutions domestically and internationally.

Reporting to the Dean's Associate Dean and working closely with the Dean's Leadership Team, the Dean's Executive Assistant provides administrative oversight for the Dean's Office, including assembling background for meetings and public events, coordinating communications and pertinent data among the Dean's immediate office staff and direct reports, and managing multiple executive calendars.

The Dean's Executive Assistant monitors departmental email accounts, routing incoming correspondence to the Dean's senior management team; oversees reception and routes calls and requests as required; manages, tracks and archives relevant information and action items; and

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provides daily administrative operations support, as well as administrative and analytical support for a broad range of committees, initiatives and events within the Dean's Office.

The Dean's Executive Assistant also performs and/or oversees assignments that are sensitive or complex in nature, requiring a high level of independence and initiative in execution and implementation. The Executive Assistant is expected to handle details and oversee work of a highly confidential and critical nature to support the Dean on matters of significance.

Application Review Date

The First Review Date for this job is: 03/06/2025.

Responsibilities

- Oversees and ensures the daily administrative operations run smoothly for the executive's office.
- Completes a broad variety of administrative tasks for the Dean's office including; managing an active calendar of appointments, processing travel and entertainment expenses, arranging travel plans, itineraries, and agendas, and compiling documents for meetings.
- Coordinates preparation of relevant appointment briefing and background materials for the Dean and ensures the materials are provided in a timely manner to the Dean for review.
- Assists leadership with a variety of administrative tasks including: scheduling complex meetings, processing travel and entertainment expenses, arranging travel plans, and assisting with purchasing and payment requests.
- Functions as the gatekeeper, understanding the requirements of the executive, in order to prioritize issues according to urgency and to allocate time for scheduled events, travel and meetings.
- Plans, coordinates and ensures that the Dean's schedule is followed and respected.
- Manages direct access to the Dean's time and office.
- Prepares responses to urgent divisional requests on behalf of the executive.
- Participates in the development and implementation of efficient and effective systems for managing information, projects and communications to ensure accurate and timely responses.
- Establishes and manages action items for follow up and ensures timely completion of the items and/or extends deadlines for completion as appropriate.
- Implements related business processes.
- Organizes ad hoc committees appointed by the executive on a broad range of issues.
- Aids senior leadership and the Dean's office during the recruiting process for positions at SSALLEX by communicating with the candidates and the hiring committee, and organizing the interview schedule.

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- Responsible for overseeing the onboarding of leadership positions.
- Plans and coordinates the organization of division-wide and other events.
- Maintains a comprehensive database of initiatives and assignments, to include actions delegated.
- Digitizes, indexes, archives and maintains Dean's Office files including curricula and SSALLEX policies, etc.
- Responds to inquiries from faculty, staff, students and the public on behalf of the executive regarding campus operations, policies and procedures.
- Provides a bridge between the Dean's office and internal and external constituents, demonstrating knowledge, diplomacy, and efficiency to maintain credibility, trust and support with all stakeholders.
- Independently handle issues that do not require direct involvement by the Dean.
- Researches, compiles and summarizes issues, policies and topics; provides background information, talking points and briefing materials for the executive.
- Prepares confidential reports for senior staff, system-wide and other officials.
- In consultation with supervisor, investigates issues and problems, including those of a sensitive or confidential nature, drafts and prepares responses to urgent requests.
- Makes high level contacts of a sensitive nature, internally and externally requiring discretion and diplomacy.
- Provides leadership to build and maintain relationships crucial to the success of the organization.
- Forwards situations and issues presented by staff, faculty and external constituents to appropriate staff members for resolution. Functions as a "barometer," having a sense of the issues taking place in the environment and keeping the Dean's office updated.

Required Qualifications

- Thorough knowledge of common organization-specific and other computer application programs., including MS Office and Google suite applications.
- 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.
- Ability to multi-task with demanding timeframes.
- Ability to use discretion and maintain confidentiality when appropriate.
- 2-3 years of related administrative experience.
- Strong analytical and problem-solving skills.
- Excellent organizational skills with strong attention to detail.
- Outstanding verbal and written communication/interpersonal skills demonstrated by the ability to

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interact comfortably with a wide range of diverse groups, including colleagues at all levels, students, faculty, parents, alumni/donors, and the public. This includes the ability to write clearly and professionally in different styles appropriate to the audience.

- Demonstrated reliability including excellent attendance and punctuality.
- Resourcefulness and team orientation.
- Knowledge of, or ability to learn common campus-specific and other computer application programs.
- Advising and Counseling skills.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Familiarity with and/or can quickly learn campus processes, protocols and procedures.
- Knowledge of federal regulations such as FERPA.
- Ability to navigate appropriate campus resources at a complex, decentralized R-1 University.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly at an annual rate 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=6026719&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 \$66,700.00 - \$102,000.00.

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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.

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=6026719&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=6026719&targetURL=U.S. Equal Employment Opportunity Commission poster.

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

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

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**



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field. Please enter only one name and email.

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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