

Executive Search Associate (7747U), Berkeley Executive
Search - 75797
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253778>

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

Job Title	Executive Search Associate (7747U), Berkeley Executive Search - 75797
Department	Berkeley Executive Search
Institution	University of California, Berkeley Berkeley, California
Date Posted	Feb. 27, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources
Apply Online Here	https://apptrkr.com/6037077

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

Berkeley Executive Search (BES) is an internal executive search firm / function / program to the University of California, based out of the Berkeley campus' People & Culture Talent Acquisition team.

Through direction and supervision, the ER2 in BES assesses and analyzes HR matters, prospective profiles, and candidate applications in support of the manager and the program/team. The ER2 takes on certain components of candidate communication and provides high level service and support to prospects, candidates, clients, and the team. The Executive Search Associate supports Berkeley Executive Search and the Executive Search Assistant Director in various searches and programmatic projects through administrative / data management, research, sourcing, and communication / process coordination. Some of the tasks include but are not limited to: researching org charts, candidate profiles, external advertising sites, the labor market, comparable positions; managing scheduling for various steps of the sourcing period and then the interview process, materials preparation in sourcing and interviews, candidate / client communication, maintaining a high degree of confidentiality, working with vendors, managing TAM and ServiceNow, managing information in various BES work solutions and systems, managing data and reports; and actively supporting sourcing efforts by learning the position needs and applying that analysis to profiles. Overall, the ER2 works to support the success of BES and the overall TA team, and supports the manager in various duties.

Application Review Date

The First Review Date for this job is: February 6, 2025

Responsibilities

Executive Search Research

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- Under direction from the Executive Search Assistant Director, perform passive candidate sourcing research, including lead generation lists from local, state, and corporate organizational charts and lists.
- Participate and support sourcing/research efforts by researching market information, related positions, organizations, and applicable prospective profiles using the Internet, LinkedIn, and other tools.
- Learn position needs, apply analysis to prospective profiles, and provide recommendations to the manager and team.
- Lead, delegate to, train, check, and follow up on research work done by BES student assistants.
- May source, screen, interview, and recommend candidates to recruiters for skilled operational, technical, and professional levels.
- May work with external resources, including temporary agencies, contract search firms, and internet sourcing tools.
- Participate in employment advertising campaigns and programs.

Executive Search Process Management / Support

- Under general supervision, provide tools and training necessary to support a Berkeley Executive Search.
- Coordinate search logistics, such as interviews, background materials, notifications, and follow-up on action items.
- Use the applicant tracking system to maintain and enter data, and search and compile reports and metric information.
- Participate and support search process efforts by managing and updating information in search sheets or other BES solutions/systems.
- Manage scheduling for the manager, team, prospective and active candidates, and coordinate with campus administrators on scheduling and related process matters.
- Draft various materials for sourcing and interview processes.
- Develop, maintain, and update BES documents, processes, solutions, and templates to support continuous improvement and ensure the BES program remains organized, efficient, and proactive.
- Input, maintain, and update data related to search processes and prospective or active candidate relationships in BES and search systems.

Communication & Projects

- Communicate professionally and maintain confidentiality with the manager, the team, prospective and active candidates, and campus clients.

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- Greet, direct, and provide information in a professional manner via phone, in person, and online to employees, managers, campus units, and others regarding general recruitment information or specific inquiries.
- Maintain confidentiality of sensitive information.
- Participate in staff meetings and represent the unit in departmental planning committees.
- Communicate with the recruitment team on workload, deadlines, and system functionality.
- Work collaboratively with others across the organization, external contacts of significance, and campus management.
- Share leadership of the BES SPA account in communication with prospective/active candidates, responding to general inquiries, and escalating questions to advisors as needed.
- Support the manager and BES team on various projects related to research, data management, system access, and program administration.
- Collaborate with the manager and team members to build and implement the support structure for the BES program in both executive searches and sourcing projects.
- Perform other duties as assigned.

HR

- Apply professional employment and staffing techniques and concepts.
- Apply campus policies and procedures to address and resolve moderately complex staffing needs.
- Collaborate with the HR team and assigned business units on staffing needs and recommend or implement procedural changes for internal recruitment processes.
- Maintain and coordinate employment processes and procedures, including pre-employment background checks.
- Prioritize work assignments, conduct analysis, and develop resulting recommendations.
- Prepare, format, and analyze reports and data compiled from various systems to monitor and identify recruitment trends.
- Create, proofread, edit, update, and ensure timely distribution of documents, correspondence, manuals, and other materials.
- Ensure all materials are in proper business formats, accurate, grammatically correct, and handled confidentially as required.

Required Qualifications

- Excellent communication and interpersonal skills.
- Ability to effectively summarize information, develop reports, create information documents.

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- Demonstrates analytical skills to conduct analysis and develop recommendations.
- Keen attention to detail and ability to maintain consistency through documentation.
- Detail oriented, accurate, and able to handle competing deadlines and multiple tasks with frequent interruptions.
- Strong organizational skills, ability to establish priorities and work independently and as part of a team.
- Demonstrated experience in establishing priorities, following plans and completing goals/objectives in a timely manner.
- Has abilities associated with problem identification; reasoning; ability to work with business units in the development ideas to solve staffing issues
- Demonstrates a service-oriented approach, and a strong interest and ability to adapt and quickly learn and understand organizational processes.
- Knowledge of employment and recruitment laws, policies, and procedures; knowledge of functional area and understands how work may impact other areas.
- Knowledge of the recruitment, screening, and interviewing processes, human resources procedures, processes, and forms as well as a basic knowledge of employment law.
- Good knowledge of related software.
- Must demonstrate ability to learn University systems.
- Demonstrated skill to create search related materials and appropriate business documents using said software.
- Demonstrated record keeping and file management skills to organize, accurately document, and retrieve data in a variety of formats.
- Ability to exercise integrity and discretion in all matters and to protect confidential information.

Education/Training:

- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Experience using an online applicant tracking system and job posting procedures.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's Compensation & Benefits website.

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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 \$31.94 - \$43.87. This is a non-exempt, bi-weekly paid position.
- This is a 9-12 month, full-time (40 hours/week), Contract position that is eligible for UC benefits and possibility of extension depending on departmental budget and business need.
- This position is majority remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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.

SB 791 and AB 810 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



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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](#)

Other Information

This is not a visa opportunity.

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](#).

#TA-MC

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.

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
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Contact

N/A

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