

Administrative Assistant (4722C) 76797  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254217>

Downloaded On: Mar. 12, 2025 1:26am

Posted Mar. 10, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Administrative Assistant (4722C) 76797
<b>Department</b>	Residential and Student Services Programs
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Mar. 10, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Residential Life Facilities/Maintenance/Transportation Administrative Support/Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6061654">https://apptrkr.com/6061654</a>

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**Job Description**

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**Administrative Assistant (4722C) 76797**

**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

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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

Residential and Student Services Programs (RSSP) is part of the Division of Student Affairs under the direction of the Associate Vice Chancellor of RSSP. RSSP provides residential student housing, family housing, residential life programs, facilities services (maintenance/design, custodial, desk operations) self-operated dining services for undergraduate and graduate students and their families, as well as child care services for students, faculty, and staff. RSSP also conducts a year-round conference business, operates seven campus restaurants and manages several faculty apartments.

## Application Review Date

The First Review Date for this job is March 20, 2025

## Responsibilities

### ADMINISTRATIVE FUNCTIONS: UNIT & CUSTODIAL OPERATIONS

- Corrective Maintenance: Receive and issue repair requests. Notify manager of any discrepancies and follow through with the Work Order Center.
- Document control: Develop, implement, and maintain a document (both electronic and hard copy) control system to keep facilities' files or confidential personnel files "up-to-date" with the most relevant and current information (as required by policy or statute of limitations).
- Residential key control and lockouts: Ensure key records are accurate, resolve discrepancies, and maintain security for 2,000+ residential and facility keys. Assist with lockouts. Under the

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direction of the manager, determine when key replacement is necessary. Responsible for ordering, billing, and notifying students of pending key charges.

- Payroll: Process computerized timekeeping records, prepare HR/Payroll request forms, and investigate discrepancies for ~75 employees. Report irregularities to the Manager/Principal Custodial Supervisor(s).
- Ensure equipment and vehicles are repaired, serviced, and maintained.
- Provide and train residential live-in staff with on the Unit service forms and processes; delineate the services offered by the office, custodial, maintenance, and relevant campus and city departments.

## **RESIDENTIAL OPERATIONS & CONFERENCES**

- In conjunction with the Housing Facilities Manager, screen, interview, select, schedule, train and assist in evaluating student housing clerks. Recommend disciplinary action when necessary. Assist with the planning and implementing of the Conference Clerk Training Program.
- Manage all functions of the mailroom and direct staff. Responsible for all the receipt and distribution of all mail and packages for approximately 2,000 residents.
- Work closely with the Housing Facilities Manager, Academic Program Coordinator, Departmental Conference Coordinators and on-site conference organizers on all conference arrangements. Provide a high level of public relations services for conference guests and organizers from around the world.
- Inspect facilities, coordinate set-ups, and other tasks for conference groups. Receive, respond and follow through on guests' inquiries and complaints relating to room assignments and set ups, guest services, reception/registration, information directory and messages.
- Maintain contact with the custodial supervisor and maintenance staff and direct them to the customer service request location.
- Serve as a resource for staff, residents, conference guests, and visitors on the phone and in-person. As necessary, greet, direct, and give tours to departmental visitors. Provide general information and accurate referrals to appropriate departments on the phone and in person regarding RSSP and campus services.
- Train academic and summer employees in STARS customer service standards and a professional atmosphere. Provide a high level of customer service to staff, students, conference guests, visitors, vendors and faculty.

## **PLANNING & PROJECTS**

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- Provide analytical support to manager and PCS as well as all levels of the department leadership to improve operational planning, administrative processes/policy development with a focus on better utilization of departmental resources. This includes independent assignments (such as uniform expense tracking and handbook creation), special projects (such as coordinating training programs) and other relevant duties as assigned.
- Define problems, collect and analyze data, and recommend potential solutions and approaches to administrative problems and special projects. Interpret and appropriately disseminate findings. In the absence of the Facilities Manager, act as primary point of contact to address administrative issues for the facility.
- Organize, schedule and provide administrative support for recruitments and professional search processes. Assist in the coordination the annual limited appointment recruitment. Create and maintain the Custodial Operations operational calendar. Maintain the unit's Departmental and Academic year conference/meeting space calendar.
- Utilize appropriate software to handle room inventories, linen orders and meeting space reservations for over 6,000 conference living spaces during the summer. Coordinate linen pick-up and delivery for Custodial Operations. Work with vendor, PCS's and Custodial Supervisors to meet all operational linen needs.
- Work with departmental staff to test, evaluate and utilize new computer programs.

## **PURCHASING & REIMBURSEMENTS**

- Purchasing: As directed by the Manager and Principal Custodial Supervisor(s), coordinate purchase and reconciling of materials, equipment, and services. Review bluCard expenditures, advise Unit manager of inconsistencies or problems, and resolve those situations. Process financial transactions for purchases and travel. Coordinate and book travel and lodging arrangements. Monitor financial reimbursements.

## **Required Qualifications**

- Advanced knowledge of PC based software like MS Office (Word, Excel, PowerPoint), CalAgenda (or comparable system).
- Knowledge of accounting and budget management in order to organize and present data, often in contrast/coordination with financial information using spreadsheets and other computer applications.
- Demonstrated skill to create presentations, produce reports, organize and communicate

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information clearly and effectively using spreadsheet, presentation and word processing applications.

- Demonstrated detail-orientation, record keeping and file management skills to organize, accurately document, and retrieve data in a variety of configurations (Hard Copy, Electronic, etc.).
- Basic understanding or knowledge of the University environment, its mission, and operational needs.
- Knowledge of safe work practices.  
Effective oral (in person and/or by telephone) and strong written communication skills to communicate clearly and effectively. Must be able to listen as well as to provide information succinctly, clearly, accurately.
- Strong customer service skills and experience coordinating, troubleshooting and responding to customer service requests.
- Demonstrated writing skill. Use of correct grammar, spelling, and punctuation to compose and edit documents effectively. Excellent proofreading skills.
- Demonstrated skill in scheduling meetings and coordinating multiple calendars with corporate time or similar software.
- Skill to evaluate, troubleshoot inquiries and resolve concerns of staff, contractors, outside consultants, and members of the campus community in an objective and constructive manner.
- Skill to establish priorities, follow plans and complete goals/objectives.
- Skill to appropriately address inappropriate or unprofessional behavior.
- Ability to exercise integrity and discretion in all matters and to protect confidential information as dictated by assignment or policy. Ability to directly resolve problems through informal consultations and discussions at the lowest level possible.
- Ability to demonstrate and encourage the values of collegiality, and respect among supervisors and peers.
- Ability to make independent decisions in solving issues while adhering to the University of California and Berkeley campus policies. Ability to understand, interpret, and apply University rules, regulations, and policies.
- Ability to initiate and maintain cooperative relationships with co-workers, managers and supervisors, clients, external service providers, and members of the campus community.
- Must have the ability to research special projects as assigned and summarize findings in written reports.
- Must be able to handle multiple tasks simultaneously under time constraints, with competing deadlines, conflicting demands, frequent interruptions and produce accurate, detailed work within established timeframes.
- High school diploma or equivalent experience

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### **Preferred Qualifications**

- Knowledge of facilities maintenance, custodial operations, and construction terminology.
- Possesses or can quickly develop a thorough understanding of RSSP administrative policies and procedures as well as a basic understanding of campus fiscal processes.

### **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 hourly range that the University reasonably expects to pay for this position is \$32.46 - \$33.96 (stepped rates).

### **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.

### **How to Apply**

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To apply, please submit your resume and cover letter.

### **Driving Required**

Required to hold valid driver's license, have a driving record that is in accordance with local policies/procedures, and/or enroll in the California Employer Pull Notice Program.

### **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.

### **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.

### **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](#)





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[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 [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](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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