

Administrative Officer (4263C) 76800
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254218>

Downloaded On: Mar. 12, 2025 10:15am

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

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| Job Title | Administrative Officer (4263C) 76800 |
| Department | Capital Strategies |
| Institution | University of California, Berkeley Berkeley, California |
| Date Posted | Mar. 10, 2025 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Finance/Investment Management Administrative Support/Services |
| Apply Online Here | https://apptrkr.com/6061660 |

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

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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

Capital Strategies provides a full suite of planning, design, real estate, construction, and development services to UC Berkeley. Capital Strategies is part of the Administrative Division and includes real estate professionals, architects, planners, engineers, construction managers, and administrative specialists, working together to serve the campus community.

Application Review Date

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

Responsibilities

- Manages, plans and administers a range of administrative operations in a small to medium academic department, or a small to medium non-academic department or program. Organize and coordinate administrative activities for the staff located in the A & E building (apx 13-15 staff). This includes work for two Associate Vice Chancellors, including scheduling of high level meetings, setting up the meeting agendas, and documenting them. Schedule for the VCA on occasion when his executive assistant is out of the office. Collect and organize Certificates of Insurance and communicate with tenants our requirements and/or missing information.
- Administrative operations include budgetary financial management and human resources and may include some of the following functions: IT, facilities, student services, and / or contracts and grants. Create and update recharge soft liens in the Project Management and Financial system (Oracle Primavera Unifier) for approximately 300+ design and construction projects monthly. Process reimbursement and travel requests. Order computer equipment for all of Capital

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Strategies.

- Coordinates and participates in a variety of human resources activities including employment, training, classification, and ensuring the completion of forms and documents related to HR and Payroll for unit / department. Responsible for all staff on-boarding for the AVC's office, Real Estate, Finance, Communications, and Physical & Environmental Planning.
- Performs studies for resource plans, including approaches, trends, sources and uses.
- Gathers, analyzes, prepares and summarizes financial reports. These include monthly project workload reports with accompanying comparison graphs based on compiled quantitative information over the last 5 years of project information for the AVC.
- May supervise a small staff of support employees and / or students.
- Serves on committees, representing department / unit. Documents, communicates, and tracks all Capital Project Committee work (CPC) and the Design Review Committee (DRC). Works with Campus Real Estate Office as campus Location Manager for commercial shooting and feature film production. This includes conducting campus location walk-through with scouts, producers, and Directors. Act as campus representative on the day of the film shooting and coordinate involvement of campus departments: FS, EH&s, UCPD, building and campus residents. Plan all Capital Strategies events (including annual holiday party and annual picnic) for 50+ staff.
- Assists in the design and drafting of organizational website content; drafts newsletters and correspondence to organizational constituents. Update the website with current information as needed. Create and manage the Google Shared Project folders (obtain data from Unifier and transfer projects to the archives as they are PM closed).
- Administers facilities and space logistics and manages equipment needs. Organize staff moves including phone and computer logistics. Create moving schedules, work with Property Movers and communicate move details and schedule to building occupants.
- Point of contact for ordering all remote related University equipment.
- Acts as safety and building coordinator. Reports issues to the Regional Manager and participate in the campus building coordinator meetings and the Great Shakeout events. Chairs safety meetings. Develops and implements procedures for supply inventory and to keep equipment in good working condition.

Required Qualifications

- Thorough knowledge of University rules and regulations, processes, protocols and procedures for budget, accounting and fund management, and / or personnel management (or comparable institutional knowledge).
- Interpersonal skills including verbal and written communication, active listening, critical thinking,

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- persuasiveness, advising and counseling skills.
- 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.
 - Solid knowledge of common University-specific computer application programs.
 - Ability to use discretion and maintain confidentiality.
 - Strong skills in short-term planning, analysis, problem-solving, and customer service.
 - Thorough knowledge of financial analysis and reporting techniques, and / or human resources policies and procedures for staff and academic employees.
 - Bachelor's degree in related area and / or equivalent experience / training

Preferred Qualifications

- Knowledge of the Project management and financial software, Oracle Unifier.



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Salary & Benefits

This is a full-time career position. This position is eligible for up to 40% remote work within the United States. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs and are subject to change.

This position is eligible for the full range of 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 \$31.43 - \$42.09 (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

To apply, please submit your resume and cover letter.

Referral Source Info

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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.

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

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.



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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

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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