

Executive Assistant 3 (7384U), Office of the Chancellor -
76808
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254429>

Downloaded On: Apr. 4, 2025 9:38am

Posted Mar. 14, 2025, set to expire Jul. 1, 2025

Job Title	Executive Assistant 3 (7384U), Office of the Chancellor - 76808
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 14, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Communications/Public Relations Administrative Support/Services
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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

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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

The Office of the Chancellor at the University of California, Berkeley provides administrative, organizational, strategic, and compliance services to advance the Chancellor's vision, core values, and priorities.

Position Summary

The Executive Assistant serves as the first point of contact for visitors and guests to the Chancellor's and Executive Vice Chancellor and Provost's suite and directs them to appropriate offices. The incumbent provides calendaring and administrative support to senior staff as needed. They handle routine communications requests. The Executive Assistant serves as a backup for the other front office executive assistants and takes on day-to-day responsibilities in their absence, as well as supports the Associate Chief of Staff. As the person primarily responsible for office reception, this is an in-person position expected to be on site five days/week.

Application Review Date

The First Review Date for this job is: March 26, 2025.

Responsibilities

- Serves as the first point of contact for visitors and guests to the Chancellor's and Executive Vice Chancellor and Provost's suite and directs them to appropriate offices.

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- Provides administrative and logistical support to the Associate Chief of Staff and other senior team members for meetings and events, including Chancellor's Cabinet and Roundtable meetings. This includes, but is not limited to, scheduling, room reservations, participant communication, materials prep, catering coordination, AV support, and room set-up and breakdown.
- Answers the Chancellor's Office phone and voicemails; responds to general phone inquiries and forwards to appropriate staff members for resolution.
- Responds to a wide variety of questions and issues from faculty, staff, students and the public on behalf of the Chancellor's Office, including those highly sensitive in nature.
- Works collaboratively with communication lead to route the Chancellor's incoming mail and email to other administrative offices within 24 hours of receipt for their information or for action or comment. Responds to routine queries as appropriate.
- Processes general operating supplies & equipment for CIO front office. Maintains the copy room and mailroom for the suite and ensures the Cal Hall Directory is accurate in coordination with the Facilities Coordinator.
- Works in partnership with other campus units, including University Development and Alumni Relations (UDAR), to obtain the Chancellor's signature on a variety of documents and helps to track all of the incoming and outgoing official mail and correspondence for the office. Reviews and proofreads all communication.
- Manages records by utilizing both traditional record-keeping formats and emerging communications technology, including Perceptive Content, performs a variety of professional duties in the areas of information resource management, records systems analysis, archival appraisal strategies, and support of campus-wide information users.
- Develops and organizes project plans for the Chancellor's Office events (staff meetings, appreciation events, holiday events, etc.).
- Other duties as assigned.

Required Qualifications

- Political acumen and diplomacy with stakeholders, including campus leadership, donors, students, and their families, and external constituents.
- Ability to multi-task and prioritize under changing demands.
- Interpersonal communication skills to include verbal and written, active listening, critical thinking.
- Strong skills in short-term planning, analysis and problem-solving, and customer service.
- Positive attitude and demonstrated ability to work successfully with diverse populations.
- Ability to anticipate problems and use good judgment in developing solutions.
- Excellent organizational and project management skills with attention to detail.

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- Ability to take initiative and work well both independently and as part of a team.
- Ability to cultivate strong relationships, collaborate effectively with others, and establish and maintain effective working relationships at all levels.
- Knowledge of a variety of administrative operations activities such as office management, event planning, and executive support.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Knowledge of and/or can quickly learn common University-specific computer application programs.
- Familiarity with and/or can quickly learn University organizational structure.
- Experience working with and/or can quickly learn university or organizational compliance policies pertaining to supplies, travel, and entertainment.

Salary & Benefits

This is a 2-year, full-time (40 hours/week), contract appointment, eligible for UC benefits with the possibility of extension. This is an exempt position, which is paid monthly at an annual rate.

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=6077045&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

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\$72,000.00 - \$80,000.00.

How to Apply

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

Other Information

- 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:

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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=6077045&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

jeid-22ac72fda5bd3347ac726416df917310

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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