

Administrative Officer 2 (4263C) - Earth & Planetary
Science
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254955>

Downloaded On: Apr. 1, 2025 8:39pm

Posted Mar. 27, 2025, set to expire Jul. 1, 2025

Job Title	Administrative Officer 2 (4263C) - Earth & Planetary Science
Department	Earth & Planetary Science
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 27, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/6105029

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

The Department of Earth & Planetary Science, within the Mathematical and Physical Sciences Division of the College of Letters and Science is one of the top ranked programs in the USA with 6 major specializations and several interdisciplinary programs in atmospheric science, climate, environmental geoscience, marine geophysics and planetary science. It has links to programs in the Departments of Chemistry, Astronomy, Geography and Environmental Science and Policy Management. The department consists of 40 faculty, including adjuncts and emeritus, approximately 60 graduate and 150 undergraduate majors, 30 post-docs and visitors, several researchers and 9 staff FTE. Research, education and service in EPS is driven by a fundamental human curiosity about the past, present and future of Earth and other planets. We underpin our intellectual mission with a comprehensive dedication to equity, accessibility and inclusion for all.

Application Review Date

The First Review Date for this job is: April 8, 2025 - Open Until Filled

Responsibilities

45% Event and Project Coordination

- Responsible for project planning, execution and management. Incumbent will be tracking developing action items, provide research and developmental recommendations and guidelines to help move unit (Earth & Planetary Science as well as Berkeley Seismology Lab) in-person weekly seminars, programs and/or initiatives forward. This also encompasses other program seminars in our organization such as those that fall under our centers and are a weekly series in the Berkeley Atmospheric Sciences Center (BASC) and the Center for Integrative Planetary

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Science (CIPS). Using subject matter knowledge, collects, edits and prepares documents for use in discussions, meetings of internal and external constituents/guests; this includes reports, presentations and proposals. Sets goals, timelines, and coordination of meetings, reviewing data with collaborators, and providing consultation on goals, timelines, and projects. Seminar duties include: coordinating catering orders, room set-up, vendor registration, travel and entertainment reimbursement, distributing parking permits, and serve as main point of contact for guests.

- Project management: Ensure timely and efficient task completion. Applies professional or research concepts to perform analysis of data pertaining to moderately complex projects, events, seminars, policies, initiatives, / processes, and / or functions including but not limited to:
 - Multimedia communication, hallway displays, planning and collaboration with program/project staff or principal investigators. Under general supervision, plans, develops, and implements basic marketing, advertising, and strategies for projects (such as summer session advertising, alumni outreach, department/faculty achievements, seminars, faculty search interviews, and other student experiences).
 - Coordinates and updates news on developing projects on website or appropriate social media outlets.
- Prepares, edits, modifies and distributes documents including EPS Annual reports, presentations and project proposals. This is done in consultation with Manager, L&S Development and Divisional Development Office.
- Manages comprehensive weekly in person seminar/colloquium series with a minimum of four different guests on a weekly basis, program communications, including written, visual, and electronic mediums:
 - Develops strong communications strategies that effectively deliver the desired message, policy interpretation, and problem resolution. Meeting and hosting seminar speakers in person. Review previous communication efforts in order to make meaningful improvements for future communications. Identifies specific communications needs and develops the content and process for improvements.
 - Creates visual assets in-house for use across platforms including websites and hallway slides in McCone Hall.
 - Produces high quality products that effectively deliver the desired message, within budget and time constraints
 - Curates published content (both imagery and written content). Maintains files and manages access on shared team drives or server.
 - Verifies all content is truthful, grammatically correct, allowed under copyright, and complies with the university branding guidelines.
 - Uses performance metrics (e.g. Google Analytics) on digital platforms to track the success of communications strategies and make adjustments as needed in consultation with

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management to reach goals.

- Recruits faculty, student, and staff contributors as necessary.
- Acts as a catalyst for change, and a departmental resource focused on infusing DEIAB into all programs and activities, tracking progress toward these goals.

25% Policy and Best Practice Work

- On a project basis performs quality assurance in support of a function, research initiative, program, event or unit.
- Identifies specific communications plans or needs and develops the content and process for organizational improvements. Verifies output of work for quality assurance.
- Obtains approval of concept by submitting proposals for approval by department Manager, Director, principal investigator or Department Chair. Proposals should include budget outlines and ensure that event costs do not exceed budgeted allocations. Subsequently, coordinates efforts with a variety of external or internal contacts.
- Leads and/or participates on policy and planning committees or working group. At times, may be point of contact for external guests/contractors/vendors.
- Serves as the Department Safety Coordinator (DSC) by attending monthly safety meetings, acting as a liaison between the department and EH&S, and forwarding relevant safety communications. Assists with occasional safety-related tasks, such as maintaining documentation on equipment (including departmentally owned vehicles) and coordinates training as needed.
 - Responsible for maintenance of the department's fleet of motor vehicles. This includes scheduling and driving to appointments, pick up replacement parts and all other tasks associated with the care and maintenance.
- Gathers and analyzes financial and other resource data; develops and prepares narrative, graphical, and statistical reports or analyses of operational activities, including current and proposed services.
- Conducts post-implementation analysis to determine the need for further enhancements on future iterations, finer distinctions and/or additional process/policy components. Conceives and designs process improvements based on campus updates and other criteria.

15% Administrative Support

- Provides administrative analysis and support, including but not limited to facilitating meetings.
- Maintains schedules and manages public event calendars for seminars.
- Pursues development opportunities for team (trainings, webinars, conferences, professional associations, etc.)

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- Maintains materials support.
- Prepares and issues administrative and policy directives, regulations, reimbursements and other instructions for issuance to guests and constituents.
- Manages scheduling for the department chair, including coordinating meetings and maintaining calendars. Meets weekly in-person with the chair to discuss priorities and assist with administrative tasks. Completes assignments as given, ensuring timely execution of department initiatives.
- Coordinates implementation with members of the team that may cross organizational lines as needed.
- Researches and drafts complex proposals, reports, surveys, briefings, executive summaries, speeches.
- Maintains list of department onboarding, system access and required trainings for new staff and faculty.
- Ad-hoc duties as assigned.

10% Analytic Work

- Prepares preliminary outlines for analysis of policy and procedure projects. Determines the best methodology to track, analyze and monitor policies, projects and programs. Gathers and analyzes resource data; prepares reports or analyses of operational activities.
- Provides analyses on issues involving departmental account subscriptions, inventorial equipment, collected surveys, alumni activities, affiliated centers and research hubs. Researches a wide variety of topics and gathers and analyses relevant data to formulate strategic goals and plans.

5% Professional Development and/or DEIAB efforts. Acts as a strategic partner to leadership team and may collaborate closely with members of the DEIAB committee, particularly on issues regarding department climate. May also assist in sourcing, building, or providing strategic support for the creation of new DEI programs and training for students, faculty, postdocs, and researchers.

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Working knowledge of common organization- or research-specific and other computer application programs.
- Proficient in communication and interpersonal skills to communicate effectively, both verbally and

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in writing, as well as demonstrated customer service.

- Proficient in ability to use discretion and maintain all confidentiality.
- Demonstrates ability to use sound judgment in researching and resolving problems independently responding to issues and concerns in a timely manner.
- Demonstrates ability to analyze, research and synthesize large amounts of data with strong attention to detail.
- Proficient in ability to multi-task with demanding timeframes.

Preferred Qualifications

- Experience or working knowledge in an academic environment applying policy analysis techniques.

Salary & 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 salary or hourly range that the University reasonably expects to pay for this position is \$31.43 (Step 1) to \$35.16 (Step 6) hourly. This is a 100% FTE career position eligible for full benefits. This position is FLSA Non-exempt and paid biweekly.

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.

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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](#)



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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

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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