

Department Assistant (4722C) - 77361
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255351>

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Posted Apr. 2, 2025, set to expire Jul. 1, 2025

Job Title	Department Assistant (4722C) - 77361
Department	Environmental Science, Policy, and Management
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 2, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Fiscal Services Administrative Support/Services
Apply Online Here	https://apptrkr.com/6118947

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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 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

Department of Environmental Science, Policy, and Management (ESPM) is a multidisciplinary academic department in the Rausser College of Natural Resources (RCNR) on the Berkeley campus, encompassing basic and applied aspects of biological, physical and social sciences as applied to natural resources and natural resource-based production systems. Additionally, the department is part of the Office of the President's Division of Agriculture and Natural Resources and as such, is a research and teaching center of the Agricultural Experiment Station.

ESPM has 57 faculty, 15 Specialists in Cooperative Extension, 12 adjuncts, 11 professors in the graduate school, more than 50 emeriti faculty, approximately 70 visiting scholars and specialists, more than 40 lab assistants and staff research associates, over 60 post-doctoral researchers, and approximately 150 students at the graduate level.

Position Summary

The purpose of this position is to provide administrative support to the ESPM department which is the largest academic department in the Rausser College of Natural Resources. The position will be responsible for the day to day operation of ESPM Central Office and providing confidential administrative support to the Chair and Department Manager. This position maintains efficient workflow for the departments' administrative needs including: reimbursements, Bearbuy purchases, travel and entertainment, course evaluations, and upkeep of department website/communications.

Application Review Date

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The First Review Date for this job is: 04/14/2025.

Responsibilities

Responsible for the day to day operation of ESPM Central Office, providing confidential administrative support to the Chair and Department Manager.

- Independently coordinates the Department's reception and mail functions; potentially supervises the student work-study(s) who provide(s) front-line support; coaches proactive, customer- service behavior.
- Coordinates equipment rental and room reservations.
- Responds to outside inquiries.
- Edits and keeps department website, department listervs, department bulletin boards, and department directories (physical and online) up to date.

ESPM faculty meeting and ESPM council meetings: coordinates the meetings, sends out meeting reminders, attends the meetings, records minutes, and posts minutes.

- Handles all online logistics for meetings, when applicable.
- Generates, counts, and preserves ballots for department-wide votes for academic hires and promotions.

Processes department related reimbursements and all ESPM Honorarium requests. Assists the ESPM department with reimbursements for Graduate Interview/Visit day.

- Assists the department's event planner with purchases, reimbursements, room reservations, accommodations, email reminders and travel arrangements for Department events and seminars.
- Prepares BearBuy departmental purchases and departmental reimbursement requests.
- Setting up vendors in BFS for reimbursements.

Regularly communicates and responds to inquiries with the ESPM Department, Division Chairs, Equity Advisor, Head Grad Advisor, and Vice Chair of Instruction (ESPM Council), faculty, the RCNR Dean's Office, RCNR Development, and ESPM undergraduate/graduate students, post-doctoral researchers, visiting scholars, and staff.

Applies somewhat complex spreadsheet formulas, pivot tables, and similar functions.

- Compiles and arrays spreadsheets using subject-matter knowledge of the material to ensure data results are consistent with the nature of the data.

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- May analyze trends.

Assists faculty with the flight arrangements, accommodation, visiting agenda, and travel reimbursement for ESPM faculty recruitments.

Processing student evaluations and effectively communicating with other departments on cross-listed courses.

- Collaborates with RCNR's OISA, VCI, and the ESPM Department Manager in creating and maintaining the ESPM undergraduate course list; works on course field trip travel arrangements and reimbursements.

Special Projects

- Performs other duties as assigned.

Required Qualifications

- Thorough knowledge in administrative procedures and processes including word processing, spreadsheet and database applications.
- Good verbal and written communication skills, active listening, critical thinking, multi-task and time management skills.
- Interpersonal and work leadership skills to provide guidance to other nonexempt personnel.
- Experience working in a confidential, fast-paced, high volume, diverse customer service environment.
- Organized and service-oriented.
- Able to effectively manage multiple important priorities.
- Possesses good judgment and can assess and handle non-routine situations.
- Possesses political acumen and excellent interpersonal communication skills and ability to work collaboratively with diverse groups across all levels and ability to solve complicated problems.
- Demonstrated attention to detail and ability to organize and prioritize work, meet deadlines, handle multiple projects simultaneously, supervise, and manage time effectively.
- Knowledge and experience working and interacting effectively with diverse groups of staff, faculty, and student populations.
- High school diploma and/or equivalent experience/training.

Salary & Benefits

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This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid biweekly at an hourly rate and is eligible for 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 \$29.63 (Step 1) - \$32.46 (Step 5).

How to Apply

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

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.

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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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

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:

[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=6118947&targetURL=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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