

Executive Assistant (4702C) Job 77458 - Dean's
Office/College of Computing, Data Science, and Socie
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255701>

Downloaded On: Apr. 19, 2025 9:19am

Posted Apr. 15, 2025, set to expire Jul. 1, 2025

Job Title Executive Assistant (4702C) Job 77458 - Dean's
Office/College of Computing, Data Science, and
Socie

Department

Institution University of California, Berkeley
Berkeley, California

Date Posted Apr. 15, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administrative Support/Services

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Job Description

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Socie**

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 College of Computing, Data Science, and Society (CDSS) is a dynamic, innovative new college at UC Berkeley that represents a once-in-a-generation transformation. The College brings together faculty, researchers, staff and students from computing, statistics, the humanities, and social and natural sciences, mirroring the cross-cutting nature of data science and redefining the research university for the digital age. Core to the College is a commitment to examining how the digital revolution affects equity and opportunity-and building the capacity to respond to these challenges.

CDSS was created to meet the opportunities and demands of a world where data, machine learning, and artificial intelligence inform practice and policy in virtually every arena. The College connects the Data Science Undergraduate Studies program, Department of Electrical Engineering & Computer Sciences, Department of Statistics, the Berkeley Institute for Data Science, Computational Precision Health, and the Center for Computational Biology.

The College is responsible for growing Berkeley's broad-based programs in data science, computing, statistics and other interdisciplinary programs, including classes and programs serving thousands of undergraduate students a year.

The Executive Assistant to the Dean provides high level support to the Dean and Chief Administrative Officer, ensures administrative processes and office operations run smoothly in the Dean's office; and coordinates the highly complex, highly confidential, and constantly changing, dynamic calendar of the Dean. The incumbent must understand the priorities and working styles of both executives in order to

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organize issues according to urgency, and to allocate time accordingly for scheduled events, travel, and meetings. This individual independently investigates issues and problems that occur on a daily basis within the confines of the executives' calendared meetings and engagements, and demonstrates good judgment in selecting methods and techniques for obtaining solutions.

Visit this website to learn more about the future home of CDSS in the new Gateway Building:

<https://inspire.berkeley.edu/o/the-gateway/>

Application Review Date

The First Review Date for this job is: 4/18/25 - Open until filled

Responsibilities

40% Schedules all of the Dean's meetings on their own initiative. Makes travel arrangements for the Dean. Makes high level contacts of a sensitive nature, internally and externally, requiring discretion and diplomacy. Gathers and compiles background information, talking points and briefing materials for the executive. Assists in the planning of meetings and public events. The EA3 will need a thorough understanding of the priorities and preferences of the Dean to successfully manage her calendar, understanding that priorities and needs will constantly shift. The Dean oversees a complicated and diverse portfolio of reporting units (including DSUS, Berkeley Institute of Data Science, EECS(Shared with COE) and Statistics, so the EA3 must understand the needs of each one to ensure adequate and timely communications with the Dean. The EA3 must successfully manage gathering, preparing, and analyzing all background and briefing materials for the Dean in a timely manner.

15% Participates in the Dean office's development and implementation of efficient and effective systems for managing information, projects and communications to ensure accurate and timely responses. The EA3 will partner with the Chief Administrative Officer to develop all systems and processes for the Dean's immediate office and division, and will be charged with managing such systems and processes once established.

15% Functions as the gatekeeper, ensuring that only those issues that warrant the attention of the Dean are brought forward. Based on knowledge of the Dean's current priorities and schedules, the EA3 will diplomatically respond to all requests for time and attention.

15% Manages the administrative operations for a smoothly run CDSS Dean's Office.

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10% Responds to inquiries from faculty, staff, students and the public on behalf of the Dean regarding campus operations, policies and procedures. Forwards situations and issues presented by staff, faculty and external constituents to appropriate staff members for resolution. The EA3 is the first point of contact for internal and external constituencies. Tact and diplomacy are required to understand, and appropriately respond to all inquiries. Thorough knowledge of the Dean's office, priorities, and preferences, along with thorough knowledge of reporting units, is required. The EA will need to track all such inquiries to make sure that they have been handled in a timely fashion and suitably resolved.

5% Investigates issues and problem, drafts for review responses to urgent requests.

Required Qualifications

- Thorough knowledge of common campus-specific and other computer application programs, including new office technology tools.
- Political acumen and sensitivities to the differing perspectives and political circumstances within all levels of the Campus as well as the Office of the President and external constituencies.
- Ability to use high-level discretion and maintain a high level of confidentiality. Required
- Strong service orientation.
- Strong skills to communicate effectively with all levels of staff, faculty, alumni/donors, students and external constituencies; both verbally and in writing.
- Ability to multi-task with demanding timeframes.
- Familiarity with campus processes, protocols and procedures. Knowledge of federal regulations such as FERPA.
- Advising and counseling skills.
- Ability to use high-level discretion and maintain a high level of confidentiality.
- Solid skills in problem identification.
- Bachelor's degree in related area and/or equivalent experience/training.

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

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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.

Classification: EXEC AST 3 CX

Anticipated hiring range: \$66,700- \$97,600

UCB salary range: \$66,700 - \$116,500

The salary offer to the final candidate will take into consideration their experience and salary equity with current UC Berkeley employees working in similar roles.

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](#)

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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

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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