

Center Administrator (4263C), Berkeley Law - 77601
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255925>

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Posted Apr. 17, 2025, set to expire Jul. 1, 2025

Job Title Center Administrator (4263C), Berkeley Law - 77601
Department Berkeley Law
Institution University of California, Berkeley
Berkeley, California

Date Posted Apr. 17, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Fiscal Services
Administrative Support/Services

Apply Online Here <https://apptrkr.com/6149811>

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

At Berkeley Law, we are committed to excellence in education and scholarship, as well as equality of opportunity. We believe we have a responsibility to use our substantial intellectual capital to help solve real-world problems and to create a more just society through clinics, research, and policy engagement. We believe that a Berkeley Law degree is a tool for change, both locally and globally, and that we should be educating the leaders of tomorrow. We maintain an environment that nurtures academic and personal growth, respects a diversity of ideas, and stimulates independent thought and critical reasoning.

This position will serve as the Administrative Coordinator for two or more centers within the Berkeley School of Law. The Administrative Coordinator is responsible for administering the day-to-day administrative operations for the Centers that they support. Under the direction and supervision of the Center Executive Directors and the Deputy Chief Administrative Officer, the Administrative Coordinator will assist in a wide range of administrative services, including event planning, communications, business services, and student services, and possibly including IT, facilities, financial support and fundraising outreach. General duties include long and short-range strategic event planning and supporting all administrative activities.

Application Review Date

The First Review Date for this job is: April 29, 2025

Responsibilities

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- Administers defined operational programs and activities for assigned centers, which may include some of the following functions: business services, finance, facilities, space planning, student services, human resources, communications, or informational technology. Tasks vary in scope and complexity, but require high-level independence, self-direction, and decision-making.
- Responsible for the day-to-day coordination and administration of assigned centers and its programs.
- Serves as the administrative point of contact and responds to all administrative inquiries.
- Ensures that records and databases are current and accurate.
- Liaises with IT/Media/Facilities/Business Services on program and event needs.
- Provides other administrative support for the centers.

Event Coordination:

- In consultation with Center Executive Directors, assists in planning and budgeting, coordinating, and administering all energy and environmental law activities and events, both internal at Berkeley Law and external for practitioners and alumni.
- Supports and coordinates meeting and event logistics to ensure that room reservations, catering, materials preparation, and outreach to appropriate constituents are executed accordingly.
- Liaises with the Business Services Office, Event Services Unit, and other departments at Berkeley Law, as well as external constituents (if any), when planning and executing events.
- Assists with onboarding, training and mentoring students assistants, interns, and volunteers.
- May assist the Executive Director and others in hiring and supervising students, interns, and volunteers.
- May serve as a resource to students for forms and other information related to courses, certificate programs, etc.
- Participates in the development and revision of materials for online, print, and other distribution, including web content, print publications, and marketing, publicity and other outreach materials.
- In collaboration with staff and faculty, develops newsletters, publicity materials, student outreach materials and other correspondence for the Centers and the programs, for use in alumni mailings, annual reports, marketing purposes, and other.
- Manages the website and social media accounts (Twitter, LinkedIn, etc.) for the centers, developing content as necessary and maintaining a strategic digital communication plan.
- Assists in ensuring that contact databases are kept up to date and used effectively.
- Ensures that the program's web presence is optimized, and that web content is dynamic and current.
- Processes all financial transactions and functions as a resource on issues such as escalated customer service programs, complex financial discrepancies, and vendors. This includes engaging in financial and administrative maintenance processes.

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- Processes business transactions including all invoices and reimbursements in BearBuy, and researches and resolves vendor issues as required.
- Ensures compliance with federal and state fiscal requirements and internal campus policies, and makes recommendations to maintain compliance as necessary.
- Participates in the development and revision of the centers' operating procedures and guidelines as relevant.
- Assists with travel arrangements for invited speakers, staff, and students.
- Purchases and processes reimbursements for supplies and other items.
- Collaborates with internal and campus-wide financial experts on best practices and to properly manage reimbursements and expenditures.
- Engages in professional development and training opportunities as needed.
- Performs additional duties as assigned.

Required Qualifications

- Knowledge of a variety of administrative operations activities such as events planning, fundraising processes, website management, finance and accounting, and contracts and grants regulations and guidelines.
- Solid communication and interpersonal skills to communicate effectively with diverse audiences, both verbally and in writing.
- Strong skills in short-and long-term planning, analysis and problem solving and customer service.
- Solid organizational skills and ability to multi-task with demanding timeframes.
- Demonstrated ability to prioritize, exercise initiative and sound judgement, while effectively executing multiple projects with competing deadlines.
- Excellent computer skills, including proficiency with MS Office, Google Suite, and video conferencing platforms.
- Ability to learn new computer programs and software systems.
- Strong attention to detail.
- Familiarity with print and digital media.
- Ability to be a self-starter, to take initiative and work independently as well as on a team.
- Ability to think creatively to solve problems and develop solutions.
- Ability to use discretion and maintain all confidentiality.
- Ability to use sound judgment in responding to issues and concerns.
- Ability to attend occasional evening or weekend events.
- Demonstrated ability to collaborate and work effectively with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Demonstrated commitment to fostering an inclusive and supportive environment that promotes

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collaboration and mutual respect among all members of the UC Berkeley community and its stakeholders.

- Must demonstrate strong interpersonal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds.
- Prior administrative and/or office management.

Education/Training:

- Bachelor's degree in related area and / or equivalent experience / training

Preferred Qualifications

- Familiarity and competence with Adobe tools (InDesign, Illustrator, Photoshop) and experience with various data management software platforms such as Excel and Salesforce.
- Experience with and/or ability to learn campus-specific computer applications such as BearBuy and CalAnswers.
- Experience with print and digital marketing.

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 hourly range that the University reasonably expects to pay for this position is \$33.61 (Step 4) - \$36.77 (Step 8). This is a non-exempt, bi-weekly paid position.
- This is a full-time, Career position that is eligible for full UC benefits.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are

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subject to change.

How to Apply

To apply, please submit your resume and cover letter.

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.

SB 791 and AB 810 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](#)

Other Information

- This is not a visa opportunity.
- 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

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bargaining agreement manual can be found at:

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

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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