

Administrative Assistant 3 (4722C) - 78114
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256573>

Downloaded On: May. 8, 2025 12:47pm

Posted May 5, 2025, set to expire Jul. 1, 2025

Job Title Administrative Assistant 3 (4722C) - 78114
Department Capital Projects
Institution University of California, Berkeley
Berkeley, California

Date Posted May 5, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services

Apply Online Here <https://apptrkr.com/6203247>

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

Capital Projects manages the design, construction, retrofitting, and restoration of campus buildings and their surroundings. Many skilled professionals work in Capital Projects as architects, landscape architects, planners, engineers, inspectors, construction specialists, contract administrators, accountants, and administrative personnel, all of whom work to serve the campus community.

Position Summary

Reports to the Administrative Officer 3 of the Business Operations team and provides administrative support to project managers. Project manager classifications range from PSS-2 to MSP 2. Each Administrative Assistant is responsible for full range of public service operations of the Project Management unit, including improving resource utilization and developing methods for improvement. Incumbents must anticipate operational and administrative problems and provide proactive and timely solutions to work effectively in a high pressure, fast paced environment and function as an effective team member.

Application Review Date

The First Review Date for this job is: 05/16/2025.

Responsibilities

- 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.
- May analyze trends.

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- Applies specialized office software.
- Provides direction to other Assistants on office software program application.
- We have 300+ design and construction projects and use the application Oracle Primavera Unifier as our project management and financial system.
- Works with department management to update/review/revise Reach digital signage platform to better communicate organization's mission, requiring substantive knowledge of organization's goals and objectives.
- Collaborates with Project Managers for display of project information, awards, and photographs.
- Provide administrative and clerical support with a focus on customer service to up to 10-15 Project Managers (PMs). This may include working at jobsite field offices.
- Prepare Mini Construction Form documents, upload files from the PMs to the Unifier Document Management system.
- Create jobsite required signage. Responsible to prepare jobsite meeting minutes accurately and concisely to ensure that the contractor and subcontractor are held responsible in accordance with the specifications and schedule.
- Responsible for scheduling interviews with architects and contractors and to prepare acceptance and rejection letters.
- Comply with departmental and UC policies and procedures.
- Prepares correspondence and other written materials for department management and/or faculty requiring some specialized knowledge of the subject matter.
- Edits and proofreads written materials for content consistency.
- The position is also responsible for the handling of telephone calls and visitors both at the departmental office and at jobsites, processing and distributing mail, ordering plans and producing copies, making travel arrangements, filing, ordering office supplies, and processing University forms.
- Provides guidance to other staff on procedures, practices, and implementation of policies, including those which are particularly complex. These responsibilities are shared among all of the Administrative Assistants.
- Works on sensitive issues, priorities, protocol, protocol, et cetera.
- Collaborate with other business units on campus, i.e., P & T and prepare IOCs as may be necessary.
- Use other campus systems, i.e., Facilities Services Maximo to look up construction project work orders and charges.

Special Projects

- Each Administrative Assistant III position has special projects ranging from plan orders, to technical expertise in setting up the A/V equipment, and video conferencing.

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- Determines need for general office equipment and supplies, including jobsite offices on occasion.
- Coordinates large, complex conferences/meetings/programs for capital projects of critical importance to campus. These may include high level participants from various campus academic units, the Chancellor's office, architects, and contractors.

Required Qualifications

- Thorough knowledge in administrative procedures and processes including word processing, spreadsheet and database applications.
- Knowledge and awareness of and/or can quickly learn UC policies and procedures, guidelines, standards of operations and their appropriate application.
- Requires excellent verbal and written communication skills, including editing, with proven ability to translate complex concepts.
- Requires active listening, critical thinking, multitask and time management skills.
- Experience interacting with a variety of people in situations requiring sensitivity, judgment and fact.
- Requires interpersonal and work leadership skills to provide guidance to other nonexempt personnel and student assistants.
- Related experience in a construction, architectural, engineering, or project management office setting with familiarity of construction vocabulary, terminology and project schedules.
- Ability to analyze and prioritize work and determine appropriate courses of action, demonstrated problem-solving and research skills.

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.

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The budgeted hourly range that the University reasonably expects to pay for this position is \$29.63 (Step 1) - \$35.57 (Step 9).

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.
- This position is eligible for up to 35% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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 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

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misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

[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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