

Administrative Manager (4263C), Latinx Research
Center - 77609
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=257353>

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Posted May 23, 2025, set to expire Jul. 1, 2025

Job Title	Administrative Manager (4263C), Latinx Research Center - 77609
Department	Latinx Research Center
Institution	University of California, Berkeley Berkeley, California
Date Posted	May 23, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Director/Manager
Academic Field(s)	Student Services Multicultural Affairs/Diversity Human Resources Fiscal Services Finance/Investment Management Communications/Public Relations Administrative Support/Services
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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 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

Latinx Research Center is a faculty-led research hub at UC Berkeley that is home to cutting edge research about the diverse Latinx community of the US. We provide a community of respect and support to top tier faculty, graduate and undergraduate student researchers, and visiting scholars. We work to transform campus culture towards one that will be fluent in the intellectual diversity that the cultural diversity of communities of color, including the US Latinx, bring to the ongoing project of greater democracy. Latinxs are California's largest and most rapidly growing minority population whose presence dates to the formation of the United States. We work to illuminate the foundational and ongoing contributions of Latinxs and to support equity, inclusion, and justice for the greater Latinx community through meaningful research.

Position Summary

This position assists the LRC chair with general administrative, operational, budgetary/financial, staff and student management, fundraising/development, event/programming coordination, digital newsletter, website management, and reports (including an annual report).

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Application Review Date

The First Review Date for this job is: 04/28/2025.

*For full consideration, please apply by May 12, 2025.

Responsibilities

Administers a defined operational program or activities which include some of the following functions: finance, facilities, payroll, space planning, student services, human resources, communications, informational technology, safety, and office/building management.

- Provides day-to-day supervision of a small team of undergraduate and/or graduate student employees and any other full- or part-time staff, as designated.
- Gathers and analyzes financial and other resource data; prepares annual and reports or analyses of operational activities, evaluates current and proposed services, etc.
- Functions as a resource on issues such as researching complex financial discrepancies, escalated customer service problems and vendor concerns.
- Develops and maintains budgets and related communications, including those of grants received, and fellowships the LRC disburses.
- Participates in the development and revision of standard operating procedures and guidelines.
- Provides guidance to supervisors and managers in developing job descriptions, and providing guidance on compensation programs, personnel policies, and procedures.
- Oversees production of regular newsletter and the timely updating of the website.
- Acts as accessibility coordinator for all digital media and websites.
- Oversees office management, purchase of supplies, and overall condition of the research center, including updating insurance for valuables.
- Supports all fundraising and grants development efforts, including writing of supporting materials, abbreviating annual reports, and related.
- Conducts trend analyses and helps develop resulting recommendations as required for fundraising, grants, and annual reports.
- Acts as building manager for the physical space, including coordinating with facilities to address any building-related concerns, acts as access controller for distribution of physical keys, tidies space (including kitchen and all shared spaces), and ensures building is vacant and locked when they leave the building for the day.
- Assesses and recommends changes to maintain compliance with federal and state requirements and internal policies.

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Required Qualifications

- Ability to use sound judgment in responding to issues and concerns.
- Solid and direct verbal and written communication and interpersonal skills to communicate effectively with all levels of staff, the faculty advisory board and faculty affiliates, university administrators and others contacting the Latinx Research Center.
- Solid organizational skills and ability to multi-task with demanding timeframes.
- Experience with organizing projects and managing others.
- Ability to oversee and maintain multiple project deadlines in a courteous, organized, and timely fashion.
- Experience with accounting or budgeting.
- Working knowledge of and/or can quickly learn common organization-specific and other computer application programs.
- Solid digital and social media communication skills.
- Ability to use discretion and maintain confidentiality (e.g., budgetary matters, salaries, personnel issues).
- Ability to work well with the internal team and to liaison with campus colleagues.
- Ability to work well autonomously and help lead a small team of other regular and student staff members.
- Working proficiency with Microsoft Excel or Google Sheets, Google Web Suite, and Microsoft Office.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Study of or experience with issues related to Latinx communities of the United States.
- Spanish language skills.
- Working proficiency with Canva, Photoshop/Adobe Suite, Mailchimp, and a willingness to explore other programs that may be useful to the production of our newsletter and our website.

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

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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) - \$43.02 (Step 15).

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 20% 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

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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

[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.

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Contact

N/A

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