

**Lab Administrative Assistant 2 (4723C) - 78879**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=258207>

Downloaded On: Jun. 14, 2025 1:32am

Posted Jun. 12, 2025, set to expire Jul. 1, 2025

**Job Title** Lab Administrative Assistant 2 (4723C) - 78879  
**Department** Psychology  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Jun. 12, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Research/Technical/Laboratory

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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.

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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

In 1921-2, in keeping with a growing trend across the nation, Berkeley's Department of Psychology was established as a separate unit, emerging from the Department of Philosophy. For nearly a century, the department has been a national and international leader in psychological research and the superior educational programs that we have provided to undergraduates and doctoral students. The Department of Psychology is a large, complex department within the College of Letters and Science (Division of Social Sciences). The Department includes over 50 active faculty members, 27 career staff, approximately 8 temporary instructors, a number of visiting scholars and postdocs each year as well as a large cadre of Graduate Student Instructors and Graduate Student Researchers. The fundamental missions of the University, teaching, research and community service, are all met by the Department. Our teaching program is quite large. Psychology is an impacted major with 800 undergraduates and Department courses serve approximately 4000 students each semester as well as a large summer session offering each year. The Department has approximately 120 graduate students pursuing doctoral degrees in five specialized sub-fields. In research, the Department supports the work of 35 life science labs in work with both human and animal subjects as well as an off-site Field Station. Psychology is closely linked with several major research institutes/ORU's on campus: The Institute of Human Development, the Institute of Personality and Social Research, the Institute of Cognitive and Brain Science; and the Helen Wills Neuroscience Institute and works in collaboration with their administration to meet the needs of our faculty. Our outpatient clinic serves the surrounding community by providing vital, low cost psychiatric treatment and functions as a recharge unit.

Today, our award-winning faculty conduct ground-breaking research in many areas of psychology, including behavioral and systems neuroscience, clinical science, cognition, cognitive neuroscience, development, social, and personality. Our PhD students go on to exciting careers in academia (e.g. Yale, Stanford, UCLA), industry (e.g., Facebook, Google), healthcare (e.g., Oakland Children's

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Hospital, Seattle VA) and policy (e.g., National Institute of Justice).

### **Position Summary**

The candidate will be working under the supervision of the principal investigator to ensure that the lab is running efficiently on a daily basis. Duties include maintaining supplies, ordering supplies and equipment service, and proper. The candidate will also assist with administrative functions, including coordinating meetings and communication among the broader team, and taking meeting notes.

### **Application Review Date**

The First Review Date for this job is: 06/24/2025.

### **Responsibilities**

- Assist with administrative functions of the lab team, including coordinating meetings and communication with the broader team, and correspondence with the funding foundation, and taking notes during meetings.
- Maintain team communication through emails and organize documents in a cloud server provided by team members.
- Assists with lab biological use authorization and SOP updates and record keeping.
- Resource management: Monitor and maintain lab inventory, receives and unpacks lab orders, maintain administrative functions of the lab to ensure daily functioning.
- Assist in onboarding of undergraduate research assistants by ensuring completion of online training.
- Maintain safety records and ensure proper waste disposal, coordinate safety training of lab personnel, manage key access, keep records of lab inventory.

### **Required Qualifications**

- Ability to handle fluctuating priorities and deadlines.
- Must be highly organized, responsible, punctual, and have the ability to pay careful attention to details.
- High level of professionalism.
- Excellent verbal and written communication skills.

### **Preferred Qualifications**

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- Familiarity with standard laboratory equipment.
- Previous experience in project organization.

### 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 \$26.26 (Step 1) - \$31.27 (Step 9).

- This is a non-exempt, biweekly-paid position.

### 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.

**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**

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](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

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