

Administrative Officer 3 (7377U), Helen Wills  
Neuroscience Inst - 79130  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258713>

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Posted Jun. 26, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Administrative Officer 3 (7377U), Helen Wills Neuroscience Inst - 79130
<b>Department</b>	Helen Wills Neuroscience Institute
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jun. 26, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	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.

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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

The Helen Wills Neuroscience Institute (HWNI) is the nexus for campus wide multidisciplinary neuroscience research at UC Berkeley. This unique cross- departmental structure brings together experts from a variety of fields to use the power of interdisciplinary research to achieve breakthroughs in the study of the brain and nervous system, and to drive the development of novel treatments and technologies. HWNI is looking for a manager to support this collaborative community and help to speed innovations in neuroscience. The neuroscience program manager uses skills as a seasoned and experienced administrative operation professional to manage, plan and administer the operations of this midsized academic/research organizational unit, perform short- and long-term planning for the organization and supervise staff and students.

## Position Summary

Involves managing or performing the administrative services or managing the full general operations of an academic or non-academic organization(s). Administrative services include activities in finance and human resources and may also include IT, facilities, or student services. General management activities include long and short-range strategic planning in determining the mission and directing all activities of multi-disciplinary departments through subordinate management staff.

## Application Review Date

The First Review Date for this job is: 07/07/2025.

## Responsibilities

Manages, plans and administers a range of administrative operations in a medium sized academic and

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research unit.

- Administrative operations include budgetary financial management, human resources and academic personnel and includes the following functions: IT, equipment management, facilities, student services and event support.
- Provides administrative support for the HWNI Director and Executive Director.

Coordinates and participates in a variety of human resources activities including employment, training, classification, and ensuring the completion of forms and documents related to HR and Payroll for unit/department.

- Gathers, analyzes, prepares and summarizes reports.
- Supervises a small staff of support employees and students.

Develops and prepares budgets and financial reports for funding which may be complex.

- Gathers, analyzes, prepares and summarizes financial reports.
- Performs recharge administration, vendor payments, travel and entertainment reimbursements and BearBuy purchasing.

Works closely with other campus units to independently manage academic personnel cases and HWNI membership process.

- Works with other campus units and HWNI associated centers to coordinate the planning for visiting speakers and faculty. This includes travel logistics, schedules, interviews, lectures, meals and lodging. Includes meetings with faculty, students and postdocs and other details associated with neuroscience related weekly seminar series.
- Processes reimbursements and vendor payments.
- Plans and organizes visitors/speakers for HWNI specific events and the annual holiday party.

In consultation with the Executive Director, manages the design, drafting, and ongoing updates of organizational website content; drafts newsletters and correspondence to organizational constituents including weekly seminars bulletin.

- Manages social media communications.
- Keeps contact information of constituents up to date.

Plan and organize HWNI specific events.

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- Works with other campus units and HWNI associated centers to coordinate the planning for events and visiting speakers including the annual neuroscience research conference (to be coordinated with the neuroscience graduate program staff). This includes travel logistics, schedules, room logistics, catering, meals and lodging, Includes meetings with faculty, students, and postdocs and details.
- Processes reimbursements and vendor payments.

Manages research funding opportunities for the HWNI community including processes associated with the annual call for proposals for the Rennie Fund for the Study of Epilepsy and the Radical Ideas in Brain Science Challenge.

May assist with fundraising related duties and other duties as assigned.

- Performs studies for resource plans, including approaches, trends, sources and uses.
- Serves on committees representing HWNI.

### **Required Qualifications**

- Thorough knowledge of (or can quickly learn) University rules and regulations, processes, protocols and procedures for budget, accounting and fund management, and/or personnel management.
- Interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising and counseling skills.
- Knowledge of a variety of administrative operational activities (or can quickly learn) such as event planning, website design, and accounting and payroll.
- Ability to use discretion and maintain confidentiality.
- Strong skills in short-term planning, analysis, problem-solving, and customer service.
- Thorough knowledge of financial analysis and reporting techniques, and human resources policies and procedures for staff and academic employees or can quickly learn these.
- Bachelor's degree in related area and/or equivalent experience/training.

### **Preferred Qualifications**

- Solid knowledge of and/or can quickly learn common University-specific computer application programs.

### **Salary & Benefits**

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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 annual salary range that the University reasonably expects to pay for this position is \$80,400.00 - \$112,900.00.

- This is an exempt monthly-paid position.

### How to Apply

- To apply, please submit your resume and cover letter.

### Other Information

- This is not a visa opportunity.
- This position is eligible for up to 40% 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**

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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