

**Administrative Assistant (4723C) - 79126**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=258849>

Downloaded On: Jun. 30, 2025 11:18pm

Posted Jun. 30, 2025, set to expire Jul. 1, 2025

**Job Title** Administrative Assistant (4723C) - 79126  
**Department** Possibility Lab  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Jun. 30, 2025

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

**Job Categories** Classified Staff

**Academic Field(s)** 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 Possibility Lab at the University of California, Berkeley is a team of policy researchers and practitioners who partner with government and community to design, pilot, and scale data-driven innovations for the public good. Through ongoing collaborations, the Lab is pioneering innovative ways to center community perspectives and expertise in public policy by working directly with diverse stakeholders to foster engagement, empowerment, and equity.

The Lab's civic engagement initiative aims to develop research-backed and co- designed models for informed and inclusive civic engagement; design technical infrastructure and on-the-ground processes for community engagement projects; and deploy these practices in partnership with government and communities to inform ongoing work.

At the core of this work is helping government agencies design and carry out meaningful engagement with residents-understanding their needs, leveraging their expertise, and helping activate their input to address our most pressing social challenges.

### Position Summary

The Possibility Lab is seeking a detail-oriented and proactive Administrative Assistant to support the Lab's Senior Leadership team and day-to-day operations. The ideal candidate is highly organized, has strong communication skills, and is comfortable juggling a wide range of tasks from facilities and event support to scheduling and team coordination.

### Application Review Date

The First Review Date for this job is: 07/10/2025.

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## **Responsibilities**

- Manages, coordinates, and maintains schedules and calendars for assigned senior management, which may require negotiating time and place.
- Coordinate meetings with external partners, including taking notes and arranging virtual and in-person logistics.
- Makes travel arrangements, negotiating with hotels, et cetera, for best logistical arrangements.
- Travel arrangements includes air and ground transportation services.
- Support event planning and coordination, including ordering food, securing space and serving as the main point of contact with vendors.
- Prepares responses to routine correspondence.
- Monitors lab's email account including responding and delegating email responses as appropriate.
- Prepares purchase orders by researching and recommending vendors/prices/equipment and may identify substitutes.
- Gathers documentation to support requisitions and purchase orders.
- Updates and maintains Web pages using basic knowledge of web editing tools.
- Provides general office and operations support, including coordinating facilities maintenance needs.
- Applies standard office software programs that include the straightforward application of formulas; uses software to display information with both text and graphics.
- Oversees administrative and logistical arrangements for conferences involving multiple parties, receiving limited direction.
- Determines special room and equipment needs.

## **Required Qualifications**

- Working knowledge in administrative procedures and processes including word processing, spreadsheet, database, and enterprise applications.
- Requires verbal and written communication skills, active listening, critical thinking, multi-task and time management skills.
- Requires high attention to detail and strong organizational skills.
- Ability to read, understand, and comply with university policies especially as they relate to purchasing, accounts payables, honorarium, gifts, and related subjects.
- Proficiency in troubleshooting day-to-day office equipment such as printers and audio/visual connections to laptops, and coordinating with IT support.
- Skill in managing sensitive and/or confidential information regarding partner stakeholders and research content.
- Ability to reliable travel to and from the primary work location and other designated sites as

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required to fulfill job responsibilities; Incumbent will be expected to transport material to events and attend events as part of duties.

- High school diploma and/or equivalent experience/training.

**Preferred Qualifications**

- Experience with event coordination and/or partner engagement.

**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 1-year, full-time, temporary position at (40 hours/week).
- 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>

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This position will not convert to career status as the position into which the employee is hired is not an "ongoing" position, in that the position is established and funded for 18 months or less at any percent of time.

- This is not a visa opportunity.
- This position is eligible for up to 50% 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 misconduct:

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

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

**Equal Employment Opportunity**

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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

University of California, Berkeley

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