

Administrative Manager (7377U) - 79323
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259315>

Downloaded On: Jul. 16, 2025 8:37am

Posted Jul. 15, 2025, set to expire Nov. 1, 2025

Job Title	Administrative Manager (7377U) - 79323
Department	Eric and Wendy Schmidt Center for Data Science and Environment
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Human Resources Finance/Investment Management
Apply Online Here	https://apptrkr.com/6359775

Apply By Email

Job Description

Image not found or type unknown



Administrative Manager (7377U) - 79323

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.

Administrative Manager (7377U) - 79323 University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259315>

Downloaded On: Jul. 16, 2025 8:37am

Posted Jul. 15, 2025, set to expire Nov. 1, 2025

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

Launched in 2022 the Eric and Wendy Schmidt Center for Data Science and Environment (DSE) at Berkeley is a partnership between UC Berkeley's Rausser College of Natural Resources (RCNR) and the College of Computing, Data Science, and Society (CDSS), with the financial support of Eric and Wendy Schmidt. The Center combines the power of computing and environmental science with open science principles and a commitment to inclusivity - all towards the purpose of building tangible, replicable, and accessible solutions to problems compromising the health of our environment. Team members in the Center co-create these solutions in direct partnership with those who hold the knowledge and expertise of their local needs and environmental context.

Position Summary

The purpose of this position is to lead long-term operational planning, event support, as well as day-to-day office management and operations support for Eric and Wendy Schmidt Center for Data Science & Environment (DSE), a growing center that currently includes 25 staff, faculty, postdocs, fellows and additional student researchers.

The DSE works on a variety of projects and develops applications that aim to solve environmental problems. DSE staff are now engaged in seven significant program areas ranging from developing decision support tools with our national parks to supporting international greenhouse gas reduction with the United Nations. The Administrative Manager position will work closely with DSE's Executive

Administrative Manager (7377U) - 79323
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259315>

Downloaded On: Jul. 16, 2025 8:37am

Posted Jul. 15, 2025, set to expire Nov. 1, 2025

Director and Program Managers to ensure our operations are delivering on our commitments.

Application Review Date

The First Review Date for this job is: 07/11/2025.

Responsibilities

Leads, in consultation with Executive Director, long term operational planning and execution including but not limited to: human resources, office and space management, finance, purchasing, reimbursement, travel planning, student services, communications and outreach (internal and external), and field operations (including internationally).

- Manages distribution of this support across a small dedicated team while also leveraging the abilities of the Program's community of postdocs and students to assist where appropriate.

Administers facilities and space logistics and manages equipment needs.

- Assist faculty, staff, and students to coordinate a weekly seminar series as well as meetings, social events and workshops.
- Obtains guidance from faculty and students on seminar invitees, facilitates invitations, serves as a point of contact, maintains online seminar/event calendar, and helps process honoraria and/or travel reimbursements.
- Support in planning and resourcing community-building events.

Supports faculty to prepare and submit non-standard or unusually complex grant proposals then, if funds are awarded, tracks budgets, resolve financial discrepancies, and monitor expenditures.

- Examples include, liaising with agency or sponsor staff to address questions, assisting faculty with budgetary research or text editing support, and coordinating with research administration to ensure materials are in order and submission timelines are met.

Supervises a small team of support employees and/or students.

Performs studies for resource plans, including approaches, trends, sources and uses.

- Works with other campus units to understand best practices and to offer new approaches when appropriate.

Administrative Manager (7377U) - 79323
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259315>

Downloaded On: Jul. 16, 2025 8:37am

Posted Jul. 15, 2025, set to expire Nov. 1, 2025

Assists with fundraising related duties such as event planning, coordination with campus or college development staff, and contact with foundation program officers.

- Working closely with Executive Director to ensure well-coordinated visits before, during, and after key meetings.

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 financial and HR reports.
- Works closely with DSE hiring managers to ensure good communications between applicants and staff and providing expertise to advance searches effectively.

Provides input into non-technical portions of grant and contract proposals.

- Uses experience and expertise to provide guidance on potential activities and expenses that should be accounted for.

Required Qualifications

- Knowledge of a variety of administrative operational activities such as long-term financial planning, accounting and payroll, contracts and grants regulations and guidelines, risk management, event planning, and basic fundraising processes.
- Ability to work with a team to provide timely insights and to execute on planning activities.
- Excellent organizational skills, previous administrative experience, and the aptitude and patience for tackling new and complex administrative problems.
- Ability to use this previous experience to quickly and actively address issues that may arise and to anticipate and plan for potential issues before they happen.
- Excellent interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising and counseling skills.
- Providing expertise to help the center continue to grow while honoring our values.
- Solid knowledge of and/or can quickly learn common University-specific computer application programs or ability to learn quickly, such as Bearbuy, job builder, etc.
- Ability to use discretion and maintain confidentiality and be a trusted member of the team.
- Strong skills in short-term planning, analysis, problem-solving, and customer service.
- A strong ability to self-learn and to work independently in addition to working within a team.
- Bachelor's degree in related area and/or equivalent experience/training.

Administrative Manager (7377U) - 79323
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259315>

Downloaded On: Jul. 16, 2025 8:37am

Posted Jul. 15, 2025, set to expire Nov. 1, 2025

Preferred Qualifications

- Ability to adapt to the dynamic needs of faculty and students leading multi-partner and data-oriented research.

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 annual salary range that the University reasonably expects to pay for this position is \$80,400.00 - \$99,000.00.

- 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.

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

Administrative Manager (7377U) - 79323
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259315>

Downloaded On: Jul. 16, 2025 8:37am

Posted Jul. 15, 2025, set to expire Nov. 1, 2025

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

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

Administrative Manager (7377U) - 79323
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259315>

Downloaded On: Jul. 16, 2025 8:37am

Posted Jul. 15, 2025, set to expire Nov. 1, 2025

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

,