

Administrative Officer (4800 CX) Job 79360 - Center for  
Human Compatible AI (CHAI)  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259326>

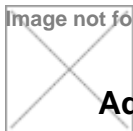
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Posted Jul. 16, 2025, set to expire Nov. 1, 2025

<b>Job Title</b>	Administrative Officer (4800 CX) Job 79360 - Center for Human Compatible AI (CHAI)
<b>Department</b>	Center for Human Compatible AI
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jul. 16, 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>	Human Resources Finance/Investment Management
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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

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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

The mission of the Center for Human Compatible AI is to reorient the field of artificial intelligence toward systems that are provably beneficial to humans. This position is for an individual with a long-term career ambition to sustain and advance the Center's activities and influence for this purpose. Our hope is that the assistant director, after sufficient onboarding to understand the plans and perspectives of the Center's leadership, will be able to exercise a high degree of autonomy and decision-making in service of the Center's goals.

This Administrative Officer position involves managing the full general operations of our Center. Administrative services will include activities in finance and human resources and may also include IT, facilities, student services, planning and execution of event logistics, and engaging in some communications on behalf of the Center, such as creating quarterly newsletters and managing the Center's web site. The role also involves general management which includes long and short range strategic planning in service of the Center's mission and directing activities through staff in the Center and at UCB.

### Application Review Date

The First Review Date for this job is: 7/11/25 - Open until filled

### Responsibilities

**50%** - Plans and manages administrative operations, logistics and communications. This includes

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ongoing events and activities selected and designed to increase the Center's opportunities for research collaboration and impact toward its mission, such as regular seminars and meetings within the university, as well as workshops and conference events. Administrative operations include budgetary financial management, IT, event advertising content, facilities, student services, and coordinating communications with sponsor and donor organizations including progress reports and final reports.

Assist with drafting contracts and grants including overseeing the post-award administration of grants and contracts. Ensures the terms and conditions of all awards are met and manage funds in compliance with regulations. Ensure financial integrity of research funds by regularly reviewing expenditures and comparing to budget and ensuring funds are not in overdraft.

Participates in a variety of human resources activities including working with the HR team to initiate approvals for new hires, fellows, interns, and visitors, as well as onboarding new graduate students. This may require job classification and ensuring the completion of forms and documents related to HR and Payroll for unit/department.

**20%** - Plans and investigates opportunities independently for the Center's development toward its mission, including opportunities for research collaboration, public outreach, impactful engagements such as with policymakers, NGO's and industry, and generally expanding the Center's operations. Involves performing resource planning, including approaches, trends, sources and uses, to produce opportunities for recommendation to the Center's PIs. Work closely with staff across the organization to develop and streamline internal processes and policies, assists to ensure compliance with University regulations and procedures and provides reporting and strategic advice. Oversee a continuous improvement program for operations and administrative processes and procedures.

**10%** - Assists in the design and drafting of organizational website content; drafts newsletters and correspondence to organizational constituents.

**5%** - Manages staff and contractors to assist in the research impact of the Center's junior researchers toward its mission, including postdocs and selected students.

**5%** - Gathers, analyzes, prepares and summarizes financial and HR reports.

**5%** - Serves on committees representing the Center.

**5%** - May assist with fundraising related duties.

## Required Qualifications

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- Thorough knowledge of 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 such as event planning, basic fundraising processes, risk management planning, website design, accounting and payroll, and contracts and grants regulations and guidelines.
- Basic understanding of the Center's research and research strategy.
- 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 / or human resources policies and procedures for staff and academic employees.
- Bachelor's degree in related area and / or equivalent experience / training.

### **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 salary or hourly range that the University reasonably expects to pay for this position is \$80,400 - \$112,900.

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### **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.

### **Misconduct Disclosure**

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.

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**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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