

Per Diem Pharmacy Technician (9279C) University Health
Services 79517
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259658>

Downloaded On: Jul. 12, 2025 1:56pm

Posted Jul. 11, 2025, set to expire Jun. 30, 2026

Job Title	Per Diem Pharmacy Technician (9279C) University Health Services 79517
Department	University Health Services
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 11, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Health Services
Apply Online Here	https://apptrkr.com/6367377

Apply By Email

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 up to 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

UC Berkeley's University Health Services (UHS) is a comprehensive college health service providing fully accredited, primary medical care, counseling and psychological services, and innovative health promotion programs for students, faculty, and staff. UHS provides on-campus medical care and coordinates supplemental needs for off-campus care through a network of community specialists and hospitals. UHS manages the student health insurance and workers' compensation insurance programs.

UC Berkeley's University Health Services (UHS) is a comprehensive college health service providing fully accredited, primary medical care, counseling and psychological services, and innovative health promotion programs for students, faculty, and staff. UHS provides on-campus medical care and coordinates supplemental needs for off-campus care through a network of community specialists and hospitals. UHS manages the student health insurance and workers' compensation insurance programs.

Approximately 65,000 visits occur annually including Primary Care, Urgent Care, Occupational Health and Specialty Clinics. Services are designed to minimize the impact of illness, emotional distress and injury on studies and work. Coupled with health promotion and public health programs, UHS reaches all segments of the Berkeley campus community. Learn more by visiting the [UHS website](#), our [strategic plan](#), and our [UHS values](#).

Responsibilities

Completion of Prescription Orders: Receives prescription and OTC orders from prescribers; enters prescription information accurately; fills pharmacist-verified orders quickly and accurately; records and processes refill requests

Inventory Control: Orders medications and supplies and stocks pharmacy appropriately and in a cost

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effective manner; checks supplies and medications and restocks as appropriate; accurately maintains purchase records; removes expired and otherwise unusable medications from pharmacy and clinics; returns all prescription to stock if not picked up within 7 business days

Cashiering and Clerk Functions: Provides excellent customer service to patients, clinic staff and outside providers; able to triage calls quickly and effectively; refers patients to pharmacists

appropriately for consultations; checks out prescriptions to patients accurately; accurately and quickly rings up purchases to patients

Communication: Maintains confidentiality of patient interactions in accordance with HIPAA regulations; maintains high levels of professionalism in interactions with patients, clinic staff, vendors and outside providers; upholds principles of equity and inclusion for all in accordance with campus and UHS policies; requests and accepts constructive feedback

Professional Standards: Demonstrates responsibility and accountability for own practice; establishes effective working relationships with pharmacy staff, patients, UHS staff, and outside vendors and providers; demonstrates flexibility with work assignments; discusses concerns with work issues with supervisor as appropriate; coordinates and collaborates with other pharmacy staff to meet UHS goals; demonstrates knowledge of and applies safety principles as identified by UHS; punctual to work and required meetings; prioritizes job tasks based on client and department demands

Required Qualifications

Education

- High School Diploma

Licenses and Certifications

- Free and clear pharmacy technician license with California State Board of Pharmacy

Knowledge, Skills and Abilities

- Able to accurately process prescription orders (typing, insurance processing, and filling).
- Must have good telephone and typing skills.
- Ability to effectively communicate both orally and in writing.
- Ability to effectively work within a collaborative team-focused environment.
- Ability to stand for long periods of time.

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- Talking to others to convey information effectively.
- Ability to develop and maintain cooperative working relationships with peers, patients, multidisciplinary team members, senior management, and assigned staff.
- Medical terminology and knowledge of medication names.
- Ability to work in a fast-paced environment.
- Knowledge of and skills in working with pharmacy information systems.
- Knowledge of electronic / medical records systems.
- Maintain strong professional behavior at all times.

Preferred Qualifications

- Certified Pharmacy Technician (CPhT) certification
- Knowledge of Epic Hyperspace software
- Knowledge of Epic Willow Ambulatory pharmacy software

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 \$39.40
- Per diem positions are not eligible for the UC benefits plan.
- This is a non-exempt hourly per diem position with variable hours.

How to Apply

To apply, please submit your resume and cover letter.

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Other Information

- This is not a visa opportunity.
- This position has a headcount of one.
- This position is governed by the terms and conditions in the agreement for the Patient Care Technical Unit (EX) between the University of California and the American Federation of State, County and Municipal Employees (AFSCME). The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/ex/index.html>
- Your employment is dependent on obtaining and maintaining a credentialing clearance (if applicable), background clearance and medical clearance according to University Health Service policies.

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.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

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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

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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