

Administrative Officer (4263C) - 79670
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259770>

Downloaded On: Jul. 17, 2025 2:25pm

Posted Jul. 16, 2025, set to expire Jun. 30, 2026

Job Title Administrative Officer (4263C) - 79670
Department Residential and Student Services Programs
Institution University of California, Berkeley
Berkeley, California

Date Posted Jul. 16, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Fiscal Services
Administrative Support/Services

Apply Online Here <https://apptrkr.com/6383310>

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

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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

Residential and Student Services Programs (RSSP) is part of the Division of Student Affairs under the direction of the Associate Vice Chancellor of RSSP. RSSP provides residential student housing, family housing, residential life programs, facilities services (maintenance/design, custodial, desk operations) self-operated dining services for undergraduate and graduate students and their families, as well as child care services for students, faculty, and staff. RSSP also conducts a year-round conference business, operates seven campus restaurants, and manages several faculty apartments.

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: 07/28/2025.

Responsibilities

ADMINISTRATIVE & OPERATIONAL SUPPORT:

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- Provide primary administrative support for Maintenance & Trades business units.
- Develops and maintains Maintenance & Trades (M&T) organizational standard operating procedures, administrative desk reference manual and operational calendar outlining specific activities for each facet of the complex M&T organization.
- Coordinates the revision of the annual preventive maintenance calendar and its implementation into the department maintenance management system. Maintains all documentation related to preventive maintenance management.
- Conducts periodic reviews of department processes and standard operating procedures to ensure compliance with federal and state legal requirements and internal policies. Maintains organization of compliance and regulatory documentation.
- Prepares and/or transcribes correspondence, spreadsheets, presentations, flyers, announcements, internal forms and documents and other written materials for department management team and program use and/or distribution. Proofread documents for accuracy and grammar, and ensure all outgoing documents and memoranda are in proper business formats.
- Functions as a resource on issues such as escalated customer service problems and vendor concerns. Uses discretion to resolve issues and establish smooth operations and processes throughout the department.
- Responsible for managing, updating and maintaining a comprehensive office filing system and tracking systems.
- Develops and implements a document (both electronic and hard copy) control system to keep sensitive business and personnel records and files "up-to-date" with the most relevant and current information (as required by policy or statute of limitations).
- Supports M&T staff in resolving IT issues, cell phone issues and technology procurement requests.
- Tracks vehicle usage, maintenance tracking, fuel purchase records, vehicle condition reports, and other major equipment and records.

ANALYSIS & PLANNING:

- Provides direct analytical support to the M&T Director as well as all levels of the department leadership to improve operational planning, administrative processes/policy development and budget with a focus on better utilization of departmental resources (time, people and money).
- Applies professional concepts to perform analysis of data and programs to moderately complex projects, policies and/or processes and functions, including performing analytical studies on a variety of policies and issues within the department.
- Using appropriate research methodology, gathers and assembles analytical and factual data on assigned programs and issues to evaluate current and proposed services. Recommends

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potential solutions and approaches.

- Using subject matter knowledge, collects and prepares information in the most effective presentation format that synthesizes generally complex data and issues into easy to interpret.

DEPARTMENTAL ACCOUNTING/PURCHASING:

- In coordination with the M&T Director, develops and maintains departmental budgets and administers day-to-day financial transactions.
- Prepares, researches and processes all paperwork to establish vendors as needed.
- Tracks orders from initial purchase through receiving and payment of invoice, including service agreements, contracts, and standard low value orders. Follow-up on any problems related to orders, invoicing and/or reimbursements.
- Works closely with Finance Office staff to reconcile departmental transactions, ensure accuracy in charges and correctness in cost accounting.
- Investigates discrepancies and deviations from expected targets, and informs management of findings.
- Maintains transaction documents and prepares financial reports for department leadership review.
- Responsible for tracking and correcting M&T BluCard transactions that do not conform to UC Berkeley purchasing guidelines.
- Provides timely submission of all reimbursements and invoices.
- Provides support for M&T Bulk Purchasing activities including purchasing contracts for services and maintaining spreadsheets for major supply purchase.

CALENDAR & MEETINGS:

- Evaluates and prioritizes requests for the M&T Director's time in an effort to schedule and coordinate a dynamic calendar of activities.
- Coordinates all pre-meeting and post meeting activities such as: scheduling room locations, coordinating conference calls, arranging for catering, preparing background materials, preparing and distributing agenda, taking notes, following-up on action items and meeting minute distribution.
- Ensures that room and equipment are ready for presentations at meetings.
- Responsible for the above related to off-site meetings.

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HUMAN RESOURCES:

- Provides guidance to supervisors and managers in developing job descriptions, facilitating benefits communications, and providing guidance on compensation programs, personnel policies and procedures.
- Organizes, schedules and provides administrative support for confidential recruitments and professional search processes.
- Maintains and updates the M&T Organizational Charts on a quarterly basis unless otherwise specified.
- Responsible for most aspects of recruitment and hiring process, including but not limited to: job postings, interviews, hiring tickets, etc.
- Serves as the custodian of M&T active directory documents, including phone directory, birthday list, and email listserv.
- Distributes Human Resources and payroll documents/correspondence as directed in a timely and confidential manner.
- Supports Staff Development and Recognition programs such as: Spot Awards, Star Awards, and Service Awards

TRAVEL & ENTERTAINMENT:

- Prepares travel vouchers and expense requests following University/departmental travel and entertainment guidelines.
- Coordinates as well as book travel and lodging arrangements and prepare travel-related documents. Follows-up with traveler and payroll to ensure timely processing of travel and entertainment reimbursements

OTHER:

- Manages independent assignments (such as uniform expense tracking and handbook creation), special projects (such as coordinating training programs), and other relevant duties as assigned.
- Work periodically within all entities of the M&T business unit.
- Provides support to Design & Projects as appropriate.

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Required Qualifications

- Knowledge and experience gained in two or more progressive years of professional administrative, project, and fiscal experience in a professional office environment.
- Advanced knowledge of PC based software (MS Office (Word, Excel, PowerPoint, and Visio.)
- Become proficient with Drive, bMail, and bCal, which are Google platform applications that are used on a daily basis.
- Must demonstrate ability to learn University systems.
- Demonstrated skill to create presentations and appropriate business documents using said software.
- Knowledge of accounting and budget management in order to organize and present data, often in contrast/coordination with financial information using spreadsheets and other computer applications.
- Experience in organization budget preparation/accounting practices.
- Must know how to produce reports, organize and communicate information clearly and effectively.
- Must demonstrate knowledge of proper business formats and ability to prepare professional documents.
- Knowledge and experience coordinating, troubleshooting and responding to customer service requests.
- The detailed orientation, initiative and ability to organize and maintain records.
- Ability to organize data effectively, creating spreadsheets and related documents that clearly present the information being conveyed.
- Effective oral (in person and/or by telephone) and strong written communication skills.
- Must have acute attention to detail and demonstrated effectiveness in managing multiple work assignments simultaneously, often under strict deadlines.
- Work accuracy essential.
- Demonstrated skill in scheduling meetings and coordinating multiple calendars with corporate time or similar software.
- Demonstrated record keeping and file management skills to organize, accurately document, and retrieve data in a variety of configurations (Hard Copy, Electronic, etc.).
- Demonstrated writing skill. Use of correct grammar, spelling, and punctuation to compose and edit documents effectively.
- Excellent proofreading skills to review personal work as well as work of others.
- Skill to evaluate, trouble-shoot inquiries and resolve concerns of staff, contractors, outside consultants, and members of the campus community in an objective and constructive manner.
- Skill to establish priorities, follow plans and complete goals/objectives.

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- Skill to contribute as a team player in a respectful and professional environment.
- Skill to appropriately address inappropriate or unprofessional behavior.
- Ability to exercise integrity and discretion in all matters and to protect confidential information as dictated by assignment or policy.
- Ability to demonstrate and encourage the values of collegiality, and respect among supervisors and peers.
- Ability to directly resolve problems through informal consultations and discussions at the lowest level possible.
- Ability to understand, interpret, and apply University rules, regulations, and policies.
- Ability to make independent decisions in solving issues while adhering to the University of California and Berkeley campus policies.
- Must be able to communicate clearly and effectively, both verbally and in writing, with staff, co-workers, campus staff in English.
- Ability to initiate and maintain cooperative relationships with co-workers, managers and supervisors, clients, contractors and consultants, and members of the campus community.
- Must have the ability to build effective, constructive relationships with contacts throughout the campus community and with external service providers.
- Must be able to clearly assess fiscal issues and determine appropriate actions to resolve them for both the short term and over the long term as well as formulate and recommend administrative/procedural improvements to simplify and streamline processes.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Knowledge and experience gained in two or more progressive years of professional administrative, project, and fiscal experience in a college and/or university setting.
- Bilingual.

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,

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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 \$37.95 (Step 8) - \$41.52 (Step 12).

- This is a non-exempt, biweekly-paid position.

How to Apply

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

Driving Required

- Required to hold valid driver's license, have a driving record that is in accordance with local policies/procedures, and/or enroll in the California Employer Pull Notice Program.

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>

- 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 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.

Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

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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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