

Executive Assistant to the Dean (4702C) - 79811
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260035>

Downloaded On: Jul. 21, 2025 11:51pm

Posted Jul. 21, 2025, set to expire Jun. 30, 2026

Job Title Executive Assistant to the Dean (4702C) - 79811
Department School of Journalism
Institution University of California, Berkeley
Berkeley, California

Date Posted Jul. 21, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administrative Support/Services

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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 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 School of Journalism at UC Berkeley is one of the top journalism programs in the United States. The School offers a two-year Master of Journalism degree to an enrollment of about 120 students at a time and a journalism minor serving another 300 undergraduates. The school's emphasis is on mastering a wide variety of communication techniques while learning the highest standards of responsible and enterprising journalism. There are approximately 15 senate and adjunct faculty members in the School and over 20 working journalists who serve as lecturers. The School employs approximately 30 career staff members who manage the academic functions of the School as well as ancillary programs.

Position Summary

Involves providing administrative oversight for an executive, including the coordination of communications and pertinent data among a group of the executive's subordinate management staff. Performs and / or oversees special projects or assignments that are highly sensitive or complex in nature, requiring a high level of independence and initiative in execution and implementation. Handles details and oversees work of a highly confidential and critical nature to support the executive on matters of significance.

Application Review Date

The First Review Date for this job is: 08/01/2025.

Responsibilities

EXECUTIVE SUPPORT:

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- Functions as the gatekeeper, understanding the requirements of the Dean, in order to prioritize issues according to urgency and to allocate time for scheduled events, travel and meetings. Briefs Dean on deadlines and the status of pending issues.
- Participates in the development and implementation of efficient and effective systems for managing information, projects, and communications to ensure accurate and timely responses.
- Monitors email and responds to urgent requests.

SCHEDULING & CALENDARING:

- Manages all meeting coordination and calendaring for the Dean.

MEETING PREPARATION:

- Prepares the Dean for meetings, including providing background information, talking points and briefing materials in advance.
- Organizes ad hoc committees appointed by the executive on a broad range of issues.
- Serves as the main point of contact for the Dean and the Dean's guests, communicating efficiently with meeting participants and staff, and providing guidance and instructions to guests and participants.

COMMUNICATION:

- Responds efficiently and clearly to inquiries from faculty, staff, students, and the public on behalf of the executive and makes high-level contacts of a sensitive nature, internally and externally, requiring discretion and diplomacy.
- Forwards situations and issues presented by staff, faculty, and external constituents to appropriate staff members for resolution.
- Prepares responses to urgent divisional requests on behalf of the Dean.
- Supports the Communications Director with listserv management.

ADMINISTRATIVE & ANALYTICAL SUPPORT:

- Provides administrative support for the Dean and school leadership on a broad range of issues, organizing agendas and background documents, preparing meeting notes, and arranging for travel and reimbursements.
- Using electronic and online systems as appropriate, develops and implements efficient and effective systems for managing information, meetings, projects, communications, to ensure timely responses and accurate /compliant record retention.
- Performs research, summarizes issues, and compiles information on relevant policies and topics.

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- Investigates issues and handles the details of a variety of matters on behalf of the Dean's Office.
- Handles various campus-wide award nominations, drafting letters of recommendation.
- Fosters collaboration as needed to accomplish assigned tasks and reach goals.

OFFICE OPERATIONS:

- Oversees and ensures the daily administrative operations run smoothly for the Dean's Office and school, including tasks such as: researching, ordering, and receiving office supplies/equipment; ensuring travel and entertainment reimbursements occur; and securing the Dean's approval on expenditures, as needed.

EVENT PLANNING:

- Plans occasional events for the Dean's Office and school.

Required Qualifications

- Thorough knowledge of and/or can quickly learn common organization-specific and other computer application programs including calendaring and productivity software, document-management applications and best practices in efficient online office management tools.
- Solid analytical/problem-solving skills.
- Demonstrated ability to analyze complex situations and propose viable solutions for leadership consideration.
- Political acumen and sensitivities to the differing perspectives and political circumstances within all levels of the organization including the Office of the Executive Vice Chancellor and Provost and the Office of the President and external constituencies.
- Strong service orientation in methods and strategies for interacting with a variety of constituencies in a manner that is supportive of the values, principles, and goals of the School and campus.
- Strong skills to communicate effectively with all levels of staff, faculty, alumni/donors, students and external constituencies, both verbally and in writing.
- Ability to handle sensitive and potentially volatile situations with discretion and diplomacy and maintain composure under pressure.
- Ability to multi-task and independently prioritize tasks and projects within demanding, and at times unpredictable, timeframes.
- Ability to use high-level discretion and maintain the highest level of confidentiality.
- Solid skills in problem identification and solution-oriented approach to issues or challenges that

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arise.

- Advanced organizational skills to track complex projects and issues and successfully manage multiple delegations throughout the organization.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Knowledge of federal regulations pertaining to higher education such as FERPA.
- Familiarity with (or can quickly learn) the organization's processes, protocols and procedures.
- Experience working with journalists and/or in a small professional school or similar work environment.

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 \$78,930.91 (Step 1) - \$90,653.11 (Step 8). The full range for this classification is \$78,930.91 (Step 1) - \$126,961.76 (Step 25).

- This is an exempt monthly-paid position.

How to Apply

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

Other Information

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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 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

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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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