

Administrative Manager (0547U) - Materials Science &
Engineering
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260455>

Downloaded On: Aug. 17, 2025 10:12pm

Posted Jul. 31, 2025, set to expire Jun. 30, 2026

Job Title	Administrative Manager (0547U) - Materials Science & Engineering
Department	Materials Science & Engineering
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 31, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services Finance/Investment Management Administrative Support/Services Human Resources
Apply Online Here	https://apptrkr.com/6420663

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Job Description

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Administrative Manager (0547U) - Materials Science & Engineering

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.

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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

The College of Engineering (COE) at UC Berkeley is recognized for its educational and research excellence, consistently ranking amount the top three Engineering colleges in the Untied States. With more than 240 faculty FTE, 2,100 graduate students and 3,000 undergraduate students located in seven academic departments, the College of Engineering is the second largest college on the Berkeley campus. Students and researchers from around the world are drawn to Berkeley by its outstanding reputation, its internationally recognized faculty and its strong tradition of impact in research and teaching.

The Department of Materials Science and Engineering (MSE) is one of seven academic departments within the College of Engineering. The MSE department offers PhD, MS/Phd, MS, MEng, BS degrees. At present, the department has 19 core faculty members, 1 lecturer, 3 adjunct faculty, 14 emeriti faculty, 7 joint faculty (0 percent in MSE) from other departments actively collaborate on teaching and research, and approximately 50 visiting faculty researchers and post-doctor fellows. Many of the faculty members have multiple affiliations both on campus and at the Lawrence Berkeley National Laboratory. Additionally, Materials Science and Engineering administers the Applied Science and Technology (AS&T) graduate program. AS&T is an interdisciplinary program, with 74 affiliated faculty from departments across campus. The student population include approximately 150 graduate MSE students, 44 AS&T students and 120 undergraduate students engaged in a curriculum distinctive for its multiple laboratory course and interdisciplinary character.

The Administrative Manager I serves as the manager and director of operations for a variety of

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connected functional areas. Functional areas include finance, academic human resources, compliance and risk assessment, research laboratories, office and laboratory renovations, advancing diversity and outreach, and long and short range strategic planning in determining the mission and direction of activities through management of subordinate staff and in coordination with the Department Chair and Vice Chairs.

Application Review Date

The First Review Date for this job is: August 11, 2025 - Open Until Filled

Responsibilities

20% Financial Management

- Responsible for developing and implementing strategies to achieve departmental and graduate group goals efficiently while balancing financial priorities and deciding on resource allocations. This role involves creating and enforcing guidelines and procedures for fiscal management and overseeing the organization and preparation of the annual departmental budget.
- Handles budgets for all state appropriations, faculty start-up funds, Endowed Chairs, students aid, retention funds, instructional revenue, gifts, opportunity funds, etc. Establishes, executes, and administers budgets, and monitors administrative and financial systems ensuring adequate reserves and overseeing all departmental finances, including research and teaching funds.
- Develop, implement, and monitor processes to evaluate and manage risk across all operational areas and ensure regulatory compliance within the department. Responsible for analyzing, allocating, and effectively using all available departmental financial resources. Prepare budgets and reports on spending and future needs, develop methods for increasing operations efficiency, and recommends budgeting strategies to enhance academic performance within spending limits. Accountable for the financial health of the department.

20% Academic Personnel

- Manages all academic personnel actions including; recruitments and retention of ladder rank faculty, appraisals, merits, promotions, leave actions, startup agreements and salary arrangements for tenure track faculty, adjunct faculty, POGs, visiting professors, lecturers, and postdoctoral fellows. Prepares faculty recruitment proposals and academic planning documents. Participates in discussion with College and campus leadership to define faculty size targets. Functions as technical expert and provides leadership support on all academic personnel matters, recommending strategies for addressing sensitive situations and/or requesting exception

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to policy. Advises the Department Chair and faculty on appropriate policies and procedures in the academic personnel area. Implements administrative policies and procedures. Exercises judgement in identifying methods, techniques, and evaluation criteria for obtaining results assures compliance with University policies and personnel guidance.

20% Human Resources Administration

- Manager of the professional student services and technical staff. Overall responsibility for Department staffing structure and personnel management, including the design of positions, training and development, and the integration of new systems into Department operations. Develops mechanisms for communication, collaboration and planning between the units for efficient operations. Addresses complex reporting issues associated AS&T and MSE. Advise faculty and staff supervisors on campus Human Resources policy and procedures, labor contracts and departmental policy. Addresses labor relations and employee relations issues of a diverse workforce composed of technical and administrative staff. Performs staff Achieve Together evaluations and ensures that supervisors/managers conduct annual staff evaluations. Responsible for optimal performance of all administrative and technical staff. Hire, trains, establishes goals and objectives, develops, coaches, evaluates, performance, and recommends salary actions; takes disciplinary action when necessary. Promotes professionalism, performance management, and career development.

20% Strategic Planning

- Advises the department chair, Vice- Chairs, department leads and other stakeholders regarding department, financial, campus, and system-wide policies and procedures. Recommends and oversees the implementation and documentations of departmental processes and campus, policies and procedures. Responsible for administrative operations and short and long range planning that align with the department's strategic priorities and goals. Provides professional-level analysis for faculty recruitment proposals and start-up issues, academic planning, affirmative action, retention, appointments, merits, and promotions. Interacts with College and campus management on controversial situations.

15% Departmental Administration

- Operating with a high level of independence, serves as the Department Manager for the Department of Materials Science and Engineering and the Applied Science and Technology Graduate Group with broad responsibilities in managing, planning and administering all aspects of the operation of the department. Oversee a full range of services in the following areas:

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Human Resources for Staff and Academic Personnel; Student Services; Information Technology; Instructional/technical lab operations and support services, Budgetary and Financial Management in order to fully support the research and teaching missions of the MSE Department and AS&T Graduate Group. Provides management support and consultation to the Chair and Vice-Chair. Assist Chair to establish a departmental Advisory Board and serve as liaison. Acts as liaison between students, faculty, staff, and various campus stakeholders. Involvement in grievance proceedings with ELR and the Union, requiring the implementation of new policies to address changes. Uses considerable judgment and tact in dealing with all university constituents.

- Manages, plans and administers all administrative services and laboratory operations for Materials Science and Engineering

5% Information Systems

- Ensures that faculty and staff are provided with information systems support by collaborating the College's and campus's information technology teams on network and desktop support, hardware and software upgrades and departmental applications for line systems.

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Broad knowledge of the organization's processes, protocols and procedures with a focus on budget, account and fund management and / or personnel management under labor contract(s) and personnel policy.
- Broad knowledge of financial analysis and reporting techniques; human resources and risk management planning; and / or accounting and payroll.
- Strong verbal and written communication skills; ability to influence / persuade all levels of staff.
- Skills in organization and customer service to effectively manage multiple important priorities. Proven ability to organize department work functions in an efficient and effective manner.
- Broad knowledge of common organization-specific and other computer application programs.
- Skills to work collaboratively with other locations.
- Proven skills to quickly evaluate complex issues and identify multiple options for resolution.
- Demonstrated management and conflict resolution skills to effectively lead and motivate others.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

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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 \$109,200 to \$207,800 yearly (\$9,100.00 to \$17,316.67 monthly). This is a 100% FTE career position eligible for full benefits. This position is FLSA Exempt and paid monthly.

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.

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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.

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
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Contact

N/A

University of California, Berkeley

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