

Executive Assistant (4702C), Library Administration -
80222
University of California, Berkeley

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Posted Aug. 8, 2025, set to expire Jun. 30, 2026

Job Title	Executive Assistant (4702C), Library Administration - 80222
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 8, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Library Administrative Support/Services
Apply Online Here	https://apptrkr.com/6450001
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Job Description

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Executive Assistant (4702C), Library Administration - 80222

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 UC Berkeley Library comprises 20 campus libraries, with a current operating budget of about \$69 million, a collection of more than 14 million volumes, approximately 270 full-time employees and nearly 700 student employees each year. The Library offers extensive collections in all formats and robust services to connect users with those collections and build their related research skills. The UC Berkeley Library actively partners with the other nine UC campuses and the systemwide California Digital Library. The office of the University Librarian oversees central administration for the Library and has many constituencies: UC administrators (campus and Office of the President), faculty, staff, major campus donors and members of the Library Advisory Board, campus and university-wide departments, professional and educational institutions, federal and state agencies, the corporate sector, international scholars and other visitors, and the public-at-large.

In addition to the University Librarian, the office of the University Librarian provides administrative and analytical support to the Associate University Librarians and the Chief Administrative Officer, all of whom report directly to the University Librarian.

Position Summary

The Executive Assistant (EA) provides highly detailed, anticipatory support to the University Librarian, which includes: managing the calendar and travel schedule, submitting reimbursement requests, providing front line reception services and general management of the Librarian's Administrative Suite, triaging email and drafting responses, assembling background for meetings and public events, acting

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as a liaison with the UC community and the public, and coordinating communications and pertinent data among a variety of audiences including high-level donors. The EA also performs and/or oversees special projects, assignments, or activities that are sensitive or complex in nature, requiring a high level of independence and initiative in execution and implementation. The EA handles details and oversees work of a highly confidential and critical nature to support the University Librarian on matters of significance. The EA works collaboratively with members of the Library Cabinet, Communications, and the Development Office.

Application Review Date

The First Review Date for this job is: 08/18/2025.

Responsibilities

- Provide administrative support for the Office of the University Librarian.
- Coordinate, monitor and maintain the University Librarian's calendar, schedule meetings involving high top-level administrators, faculty, and outside officials.
- Schedule travel and prepare forms for reimbursement for the University Librarian.
- Coordinate onboarding, scheduling, and orientation for new members of cabinet.
- Oversee, coordinate and integrate administrative support for the Library Cabinet, Library town halls and select meetings hosted by the University Librarian.
- Ensure meeting minutes and related documents are added to the Cabinet shared folder.
- Assist with room reservations for library meetings, maintaining calendars and access to spaces.
- Screen, review, and prioritize incoming calls and mail and route appropriately for action.
- Provide miscellaneous information to phone callers, staff, students and visitors regarding policies, procedures, research information, access, etc.
- Coordinate correspondence, tracking pending items, monitor deadlines and follow-up on a multitude of diverse projects and tasks.
- Maintain and distribute the Library emergency list twice a year.
- Maintain departmental administrative files.
- Maintain and track confidential materials such as academic personnel information and review documents for promotion and advancement.
- Use analytical skills and expertise in University administrative and organizational issues.
- Coordinate, refer, and respond on behalf of the Office of the University Librarian to matters related to library services, operations, and procedural questions.
- Inquiries come from faculty, staff, or students, Library donors, and the public.
- Serve as liaison to the Library Development Office and the University community.
- Order supplies, catering, and other items as needed.

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- Participates in trainings and other professional development opportunities.
- Other duties, as assigned, including special projects and strategic initiatives.

Required Qualifications

- Clear and effective oral, written, and interpersonal communication skills and sensitivity to differing perspectives, and political circumstances.
- Political acumen and diplomacy.
- Conscientious self-starter with ability to work as part of a team or independently.
- Ability to make appropriate judgements on complex and difficult issues.
- Must be highly organized and detailed oriented, yet flexible in management style and job orientation.
- Experience organizing office systems to facilitate workflow.
- Ability to maintain confidentiality and sensitive information.
- Thorough working knowledge of MS Office Suite, Google Suite, email, calendar and web browser software.
- Strong analytical and problem-solving skills, complemented by strong leaderships skills and abilities, including participatory management skills.
- Demonstrated reliable attendance.
- Bachelor's degree and minimum of five years' experience as an executive assistant and/or equivalent experience/training.

Preferred Qualifications

- Knowledge of and/or can quickly learn University and campus infrastructures and administrative policies and procedures concerning business and accounting.

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

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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) - \$102,095.18 (Step 14).

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- This is an exempt monthly-paid position.

How to Apply

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

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.

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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