

**Residential Operations Administrator (4564C) - 80406**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=261193>

Downloaded On: Aug. 15, 2025 4:23pm

Posted Aug. 15, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	Residential Operations Administrator (4564C) - 80406
<b>Department</b>	Summer Sessions, Study Abroad, & Lifelong Learning & University Extension
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 15, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Residential Life
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**Apply By Email**

**Job Description**

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**Residential Operations Administrator (4564C) - 80406**

**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

Summer Sessions, Study Abroad, & Lifelong Learning & University Extension (SSALLEX) is a vibrant and dynamic organization that enables more than 15,000 visiting, UC and potential Cal students; parents, faculty, academic units, international business partners, and central campus service providers to participate in providing more than 600 summer courses, study abroad experiences, global internships, and year-around program or courses, lectures, special events and interest circles for older adults.

### Position Summary

Under the direction of the Director of New Student & Pre-College Programs, the Residential Operations Administrator position is critical to the administrative operations and oversight of a group of residential halls and the creation of a residential community conducive to the social and intellectual growth of our Pre-College Scholars high school students.

The Residential Operations Administrator is responsible for the day-to-day overall operations of assigned residential areas including supervising paraprofessional staff of Resident Directors (RDs), Assistant Resident Directors (ARDs) and Resident Assistant & Mentors (RAMs) supporting the growing Pre-College Scholars residential community of typically 150-350 students in multiple Residential Halls.

This position also provides leadership, planning, and administrative coordination for key residential life processes including securing summer housing, ensuring contract compliance, financial management, student staff hiring & training, facilitating residence hall move-in & move-out, and providing onsite student health & safety support.

Due to the nature of the position, during the Summer Session when students are on-site, the

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Residential Operations Administrator is expected to work onsite in Berkeley, California which may include periods outside of traditional business hours that often extend into the weekend and evening/early morning hours such as during on-call duty rotation, Saturday excursions, emergency/crisis management, and programming responsibilities. Additionally, the Residential Operations Administrator will serve as the first point of contact for the on-site Residential team, students, parents, legal guardians, and care-givers concerns, requests (overnight, early departure, late arrivals, etc.), and grievances.

### **Application Review Date**

The First Review Date for this job is: 08/27/2025.

### **Responsibilities**

#### Residence Hall & Administrative Operations

- Administer, plan, and coordinate a full range of administrative & operational logistics and planning for the Pre-College Scholars Residential program.
- Including but not limited to establishing and maintaining collaborative, productive, and effective working relationships with Residential campus partners (such as Conference Services, Bowles Hall, Greystar, and other stakeholders) & vendors to ensure successful facility management, operations, and occupancy management; review, revise, and submit contracts; and issue payments for services and/or reimbursements.
- Additionally, complete expense pre-approvals, make purchases, order, track, and maintain inventory of departmental equipment and supplies for Pre-College Residential program.
- Plan and coordinate key aspects of residential experience in collaboration with the Director, Program Manager, Pro-Staff and student-staff including conducting pre-arrival building walk-throughs and periodic operational assessments to ensure compliance with contract obligations, program needs, and health & safety regulations, student move-in & move-out, and training residential staff in creating and maintain a safe and welcoming living/learning environment for students.
- Collaborate with Pre-College Scholars Program Manager & Pro-Staff to support student housing assignments, pre-arrival orientation, student handbooks, and pre-arrival and onsite communication to residents.
- Participates in the adjudication process for student conduct cases of moderate complexity. Independently resolves cases and consults with the Director, Manager, and Pre-College Scholars Team.

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### Leadership and Supervision

- Plan and administers recruitment, selection, HR onboarding processes, training, and evaluation of Residential Directors (RDs), Assistant Resident Directors (ARDs) & Resident Assistant & Mentors (RAMs).
- Directly supervise staff of Residential Directors (RDs) & indirectly lead oversight of Assistant Resident Directors (ARDs) and Resident Assistant & Mentors (RAMs).
- Serve as mentor and role model to paraprofessional and professional staff.
- Organize and execute two-week Residential staff training prior to start of the Residential program administering facilities, space logistics, and managing equipment needs including reserving training rooms, keeping inventory, securing staff meal tickets, coordinating speakers, and providing content to prepare staff for their positions.
- Develop, review, and update training manuals for RD, ARD, & RAM staff to help ensure Residential staff know operational expectations and follow all federal, state, university and departmental health & safety, conduct, and budget procedures for planning programming activities.
- Assist staffing in developing a residential community that promotes an atmosphere of appreciation, understanding, and acceptance of individual differences and lifestyles regardless of physical abilities, race, ethnicity, sexual orientation, religion, age, gender or political affiliation.
- Coaches and advises student staff on complex and sensitive issues.
- Independently resolves moderate complex individual cases regarding student affairs or student life.

### Student Conduct, Intervention, Risk Management, and Emergency Response

- During Summer Sessions, work on-site Monday-Friday during normal business hours and be available to act as a day-to-day primary resource for Rds, ARDs & RAMs to help address in-residence concerns and provide recommendations.
- Respond to emails, student Slack messages, phone calls, and parent/guardian concerns in a timely manner.
- Be available after-hours to provide front-line crisis intervention, mediate, conciliate, and serve as a resource to support students in distress or experiencing difficulties (mental, physical, academic, social, etc.).
- When necessary, refer students to appropriate university and/or community resources and/or provide emergency transport as needed.
- Serve as onsite conduct & safety coordinator through participation in professional staff on-call coverage & duty schedule rotation.

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- The on-call roll for after-hours emergency response may require providing support and guidance to those impacted or in first line of response roles.
- Serve as the first point of contact for the on-site Residential team, students, parents, legal guardians, and caregivers' concerns, requests (overnight, early departure, late arrivals, etc.), and grievances.
- Clearly communicate, interpret, and implement complex policies and guidelines to ensure student safety and success including but not limited to students, parents, legal guardians, caretakers, residential team, and campus partners.
- Utilizes emergency response protocols to ensure proper reporting and resolutions of crisis situations that may arise.
- Be familiar with student conduct policies and procedures.
- In conjunction with RDs, ARDs, RAMs, & Pro-Staff, assist in regular review of conduct cases.
- Implement conduct policy and appropriate conduct action as outlined. Including meeting with residents who have allegedly violated residential community regulations.
- Consult with the Director, Manager, and Pre-College Scholars Team on conduct actions as necessary.
- Maintain confidential conduct records as defined by FERPA, Clery, Title IX, and other regulations.

### Administrative & Other Duties

- Reviews and processes student Late Curfew/Overnight Request & Early Release Forms.
- May assist the Director and Pre-College Manager by providing input to help with preparing budgets, contracts, and other financial reports.
- Attend & contribute to weekly team meetings, one-on-ones, and other recurring department and supervision meetings.
- Serve on committees, representing department/unit.
- Participate in regular strategic planning meetings with the Pre-College team to review projects, policy, procedures, and provide input.
- Assist in the on-going development of policies and procedures where established responses or procedure do not exist or may no longer be applicable.
- Other duties as assigned by the Assistant Dean of Summer Sessions & Director of New Student & Pre-College Programs, and Pre-College Scholars Program Manager.

### Required Qualifications

- Experience in Housing and Residence Life, Residential Area Operations, Student Affairs, Student

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Life, Facilities Management, and/or equivalent experience/training.

- Experience addressing student behavior concerns (student conduct, mediation, conflict resolution, behavioral intervention) and responding to crisis situations involving student welfare and safety.
- Demonstrated ability to supervise undergraduate/graduate student staff from a variety of backgrounds and lead a successful work team (including selection, training, and evaluation).
- Must demonstrate strong interpersonal skills, cross-cultural communication (oral and written) active listening skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds.
- Demonstrated ability to work effectively and collaborate with individuals and groups from a wide range of backgrounds, experiences, and perspectives, including domestic & international high school students, parents, faculty, and administrators.
- Sound judgment and high standards in terms of professionalism, attitude, quality of work, organization and attention to detail, and ability to handle confidential information and material with discretion.
- Strong organizational skills, attention to detail, and ability to maintain record-keeping.
- Strong customer service orientation.
- Ability to work collaboratively with a variety of constituents.
- Ability to successfully manage multiple competing priorities and prioritize appropriately.
- Established skills in typical office suite software such as Microsoft Office applications and web-based data management systems.
- Bachelor's degree in related area and/or equivalent experience/training.

**Preferred Qualifications**

- Experience in collaboration with professional and student staff on the development of community, civility, conduct, and responsibility among residents.
- General understanding of the current trends and issues impacting student populations and higher education.
- Awareness of demographic data related to diversity in higher education.
- Knowledge of general university rules, regulations, policies and procedures.
- Knowledge of UC Berkeley campus systems and processes or demonstrated ability to learn such systems.
- Familiarity with Title IX, CANRA, CLERY, Family Educational Rights and Privacy Act (FERPA) and related federal and state laws, health & safety regulations, policies and procedures, and risk management guidelines and best practices related to working with minors or demonstrated ability to learn such laws.

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### **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 \$63,000.00 - \$80,400.00.

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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 will be governed by the terms and conditions in the agreement for the Student Services Advising Professionals, represented by the UAW.

- 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



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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.

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 identity, national origin, disability, age, protected veteran status, or other protected status under state



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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](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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