

Administrative Assistant (7373U), Berkeley Public Health -
80645
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261728>

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Posted Aug. 27, 2025, set to expire Jun. 30, 2026

Job Title	Administrative Assistant (7373U), Berkeley Public Health - 80645
Department	Berkeley Public Health
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 27, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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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

Berkeley Public Health (BPH) aims to improve population health, especially for the most vulnerable, through interdisciplinary collaborations, preeminent education, and transformational research. Established in 1943, BPH is a professional school on the UC Berkeley campus that comprises six academic divisions and nearly 30 research centers and programs. Our department's values include social justice, health as a right, challenging conventional thought, embracing diversity, and creating meaningful impact. We honor our principles of community by centering and valuing everyone in our community; prioritizing prevention while remaining grounded in social justice; promoting safety and respect; practicing self-care and kindness; and remaining optimistic, hopeful, and committed to change. Learn more at publichealth.berkeley.edu

The Forum is a multi-stakeholder initiative focused on advancing the regulatory sciences for the treatment of NAFLD/NASH, PSC, liver fibrosis, HBV, HIV, TAVI, and Ocular Diseases. The Forum brings together experts in transplantation medicine, infectious diseases, virology, immunology, and diagnostics from academia, regulatory agencies, industry, and professional societies to discuss, deliberate, and generate consensus on issues such as disease definitions, standardization of diagnostic approaches, and clinical trial design. As the Forum's lead data scientist, this position will develop novel statistical methods and analyses for use in biomedical and public health projects of the The Forum for Collaborative Research's Data & Analysis Center (Forum's D&A Center) at the University of California Berkeley (UCB) School of Public Health (SPH). The Center provides a curated repository of clinical data and an innovative set of analytical tools to facilitate answering critical questions of drug safety and efficacy in novel cost-effective ways that will reduce time and cost of drug evaluation while maintaining or enhancing the scientific basis of that evaluation. The Center also works to translate and disseminate new knowledge through convening opportunities to discuss "Innovation in Data Use and Analysis" for Forum stakeholders including, academia, regulatory agencies, industry,

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patient organizations, and professional societies to share lessons learned and provide opportunities for cross-comparison of analytic approaches and a framework for training in novel analytic approaches in a disease specific context.

Position Summary

This position provides core administrative support to the Forum's Director, with an emphasis on managing the Director's calendar for internal and external meetings, coordinating complex travel arrangements-including flights, accommodations, and ground transportation, reimbursement according to Berkeley policies, and other administrative support as needed. It serves as the central point of contact for all travel logistics related to the Director and broader Forum team. The role also supports general office administrative needs to facilitate smooth day-to-day operations.

This position is located at the University of California Washington Center, in Washington DC.

Application Review Date

The First Review Date for this job is: 09/08/2025.

Responsibilities

- Provides core administrative support to the Forum's Director, coordinating travel arrangements, including booking flights, accommodation, and ground transportation.
- Manages itineraries and ensures timely submission of travel reimbursements in accordance with university policy.
- Serves as a central point of contact for logistical coordination related to the Director's and Forum team's travel needs.
- Supports general administrative functions as needed.
- Takes ownership of the Director's calendar, managing daily scheduling, prioritization, and coordination of meetings across multiple time zones.
- Ensures there are no scheduling conflicts and demonstrates sound judgment in triaging meetings based on urgency and priority.
- Provides support to the RA and broader Forum administrative and leadership team with database management tasks, including maintaining stakeholder contact information across platforms such as Salesforce, Mailchimp, and Outlook.
- Collaborates with research staff to review and update website content to effectively communicate the Forum's mission, project information, and member updates; monitors website usage and recommends improvements as needed.

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- Assists in drafting, editing, and distributing Forum communications with guidance from research staff, using Mailchimp or Formstack.
- Works closely with the Senior Event Coordinator to support operational and logistical aspects of Forum events and meetings, both domestic and international. This includes assistance with planning, on-site coordination (when needed), and post-event follow-up in conjunction with parallel work streams of the Forum's Research Associates.
- Determines need for general office equipment and supplies and makes request for re-supply.
- Drafts, edits and reviews Forum updates with guidance from research staff, sends updates to Forum membership using MailChimp.
- Professional development and other duties as assigned/needed.

Required Qualifications

- Experience providing executive-level administrative support, preferably in a higher education environment.
- Proven ability to work across multiple levels of staff and management to coordinate planning and travel, within the US or internationally, for Forum events, as and when needed.
- Thorough knowledge in administrative procedures and processes, including word processing, spreadsheet, and database applications.
- Ability to maintain a high level of organization and incredible attention to detail, while simultaneously understanding and integrating the larger context.
- Demonstrated ability to work independently as well as collaboratively with colleagues across all levels of an organization.
- Proficiency in and/or can quickly learn campus-specific systems and evolving office technology tools.
- Ability to multitask with demanding timeframes, both with one's own assignments and with the needs/deliverables of Forum leadership.
- Ability to use high-level discretion and maintain a high level of confidentiality.
- Political acumen and sensitivities to the differing perspectives and political circumstances within all levels of the school and campus, as well as other UC campuses/med-centers, and external constituencies such as philanthropic supporters of the school.
- High school diploma and/or equivalent experience/training.

Preferred Qualifications

- Experience with public/private partnerships in the healthcare or pharmaceutical space.
- Familiarity with and/or can quickly learn campus processes, protocols, procedures, and organizational structure.

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- Thorough understanding of higher education operations 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 hourly range that the University reasonably expects to pay for this position is \$28.00 - \$37.00.

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

How to Apply

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

Other Information

- This is not a visa opportunity.
- This position is located at the University of California Washington Center, in Washington DC.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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

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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 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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