

Office Manager (4722C) - 81013
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=262235>

Downloaded On: Sep. 9, 2025 11:59pm

Posted Sep. 9, 2025, set to expire Jun. 30, 2026

Job Title	Office Manager (4722C) - 81013
Department	Summer Sessions, Study Abroad, University Extension, and Osher Lifelong Learning Institute
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 9, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/6551306
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

Berkeley Summer Sessions, Study Abroad, University Extension, and Osher Lifelong Learning Institute (SSALLEX) is the trusted educational provider for students at all stages of their academic and professional journeys. As the extended educational division of the University of California, Berkeley, SSALLEX fulfills an essential part of the University's mission to extend access to this world-renowned university's research and scholarship to a global community.

A vibrant, inclusive, and dynamic organization, SSALLEX welcomes 60,000 visiting, current, and potential Berkeley students studying across a wide range of programs, including year-round courses, Fall Program for Freshmen, post-baccalaureate programs, visiting student experiences, study abroad programs, global internships, summer minors, professional certificates, and year-round offerings for older adults. On-campus and online offerings allow students from all across the globe to receive a Berkeley education.

SSALLEX works closely with faculty, academic units, international business partners, parents, and central campus service providers to extend the reach of the university's world-renowned network of instructors, experts, and professionals. We create rich learning experiences to develop skill sets and critical minds and motivate our students to be the change they want to see. In the performance of all duties, the incumbent is to effectively represent the University of California, Berkeley and UC Berkeley Extension in a polite and professional manner and to adhere to all Federal, local, University, Extension, departmental regulations and procedures, including FERPA.

Position Summary

This position provides administrative coordination and oversight for building and space use within the

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department. The Facilities Department is responsible for the planning and optimization of instructional and administrative space; the safe, clean, and professional management of SSALLEX facilities; and emergency preparedness. Under the supervision of the Director and in cooperation with other front-line personnel, the Facilities Assistant strives to provide consistent, quality service to SSALLEX's students, instructors, administrative, and programming staff in support of organizational goals and values.

Application Review Date

The First Review Date for this job is: 09/19/2025.

Responsibilities

Facilities Services

- Respond to requests for service with facilities-related issues, following up to ensure that work is satisfactorily completed. e.g., hot/cold calls, restroom cleaning/re-stocking, light bulb replacement, shredding, recycling, etc.
- Routinely check and update departmental ticketing system.
- Report building maintenance issues and manage follow up with property management, campus departments, or Facilities Office, as appropriate.
- Assist with general facilities issues/needs e.g., copier troubleshooting, re-stocking paper, copying of physical keys, cleaning lenses of office air purifiers and replace filters as needed, proactively checking for maintenance issues such as leaks, missing or damaged ceiling tiles, rodent issues; Apprise Facilities Director of matters requiring additional attention.
- Assist with organizational moves. Distribute moving boxes and labels.
- Open and disarm alarms daily and serve as backup in the unlocking of classrooms and conference rooms. Purchase and maintain inventory of kitchen supplies.
- Check and re-stock kitchens on a daily basis.
- Coordinate bi-monthly refrigerator cleanings.
- Organize and maintain seating area and countertops.

Guest/Customer/Student Services Reception

- This position will divide their time between facilities office space and the reception desk.
- Incumbent will provide support for the front desk services to welcome and assist students in person and via phone as well as the general public; Incumbent is responsible for overseeing (either personally or via student workers) the facilitation of welcoming guests into the suite, providing overall knowledge of SSALLEX programs, informing staff of guest arrival, guiding

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guests to meeting spaces, and general way finding.

- This includes maintaining reception schedule, organization, signage, etc.
- Will provide support for any in-person meetings or guests hosted by the division leadership, including job applicants scheduled for in-person interviews.
- Incumbent is responsible for welcoming guests into the suite, informing staff of guest arrival, guiding guests to meeting spaces, and general way finding.
- Incumbent will provide additional administrative support as needed.
- Create signage for holiday/office outages.
- Participates in the development and revision of standard operating procedures and guidelines for front desk and customer service.
- Participates in resolving and escalating guest/student service problems, vendor concerns, etc.
- Conducts analyses and helps develop recommendations for improved guest and student services experience.

Lead Duties:

- Lead student assistants, coordinate their assignments and availability, and monitor performance.
- Hire Student Workers in collaboration with student services lead.
- Coordinate training of student workers with student services, facilities, and other SSALLEX staff.
- Maintain student worker schedules.
- Complete student worker timecards; follow up and make corrections as needed.

Admin Support / Business Services

- Maintain and track Student Services event and health insurance PO and budgets.
- Assist with student document review - I-94, EPR, Passports, etc.
- Provide back-up support for Student Services operational projects (i.e. basic application testing, tuition calculation testing, website review, article review, macro review, etc.).
- Hold department BlueCard/event card for approved purchases; monitor and complete credit card reconciliations.
- Prepare Pre-Approvals for student services related purchases.
- Performs special projects and duties as assigned.
- Coordinate, organize, and maintain consolidated administrative supply inventory.
- Employ best practices for cost containment, storage utilization, product recycling, and overall efficiency.
- Order employee business cards through UCSF Documents and Print Media.
- Order and pick up parking passes.
- Maintain organization and storage of communal supplies, ensuring areas are clean and

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appropriately labeled.

- Prepare name plate inserts.
- Assist with routine filing and data entry, including space usage tracking, and calendaring.
- Prepare invoices for director's review and approval.
- Prepare pass-through invoices for above-standard facility services and update tracking sheets.
- Process invoice payments through Bear Buy system, adhering to Campus policies and guidelines.
- Order name badges for new advisors.
- Manage a variety of onsite requests from organization (Mailing physical items, Receipt of transcripts requires scanning and emailing to PC.
- Monitor Stephens Hall Supply Order Form. Order, receive, and deliver to Stephens Hall.
- Schedule ergo furniture pickups from GBC, if in local radius, load furniture and deliver in local radius.
- Schedule van use for all sallex staff/events.
- Ensure van keys are handed off to staff and collected after the event.
- Serve as delivery point-person for staff returning or exchanging tech equipment due to offboarding or defect when CTS team is not on site.
- Secure storage access.

Mail Service and Deliveries

- Ensure the regular and timely collection and delivery of USPS mail, interdepartmental mail, and intra-office mail for SSALLEX's administrative and instructional facilities.
- Collect outgoing mail from designated mail stops.
- Sort and distribute daily mail deliveries.
- If required, open mail to identify recipient, and notify recipient of mail delivery.
- Provide support for the organization of marketing material.
- Receive, store and assist in the management of inventory.
- As a liaison for departments with general mailing needs, as well as recruitment shipping events, monitor order list, prepare, and ship items.
- Maintain supplies for express mail shipments.

Safety and Emergency Preparedness

- Develop and maintain familiarity with emergency operations of the building to inform others as required.
- Under the guidance of Facilities Director, act as unit representative and communication liaison in the event of an emergency.
- Use discretion and training to identify, report, and act appropriately in emergency situations.

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- At the direction of the Facilities Director, work to implement safety and emergency preparedness policies and procedures with staff, including maintaining first aid supplies, fire extinguishers and other safety equipment.

Event Support

- Order, coordinate, pick up/deliver supplies for student orientation & student events.
- Make room/space reservations for student events.
- Provide day-of support for student events including help with buying food and event set-up.
- Support Cal 1 Card pick up and distribution at the beginning of each term/session; facilitate secure storage and tracking of cards; return un-distributed cards to the C1C office.

Required Qualifications

- Ability to use sound judgment in responding to issues and concerns.
- Solid communication and interpersonal skills to communicate effectively with all levels of staff verbally and in writing.
- Solid organizational skills and ability to multi-task with demanding timeframes.
- Working knowledge of and/or can quickly learn common organization-specific and other computer application programs.
- Ability to use discretion and maintain confidentiality.
- Applicants for this position are expected to possess the skills, knowledge, and abilities essential to the successful performance of the duties assigned.

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.

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The budgeted hourly range that the University reasonably expects to pay for this position is

- This is a full-time (40 hours/week), career position that is eligible for UC Benefits.
- This is a non-exempt, biweekly-paid position.

How to Apply

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

Driving Required

- Required to hold valid driver's license, have a driving record that is in accordance with local policies/procedures, and/or enroll in the California Employer Pull Notice Program.

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 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

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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

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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