

**Executive Assistant (4702C) - 81097**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=262509>

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

<b>Job Title</b>	Executive Assistant (4702C) - 81097
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Sep. 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>	Communications/Public Relations 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

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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 Associate Provost for the Berkeley Space Center leads campus coordination of programs for a proposed, 36-acre innovation center at NASA Ames in the heart of Silicon Valley where academia, private industry and government come together to identify, incubate and launch tomorrow's technological breakthroughs. The project will focus on connecting and leveraging the combined capabilities of governmental and academic research with private industry's innovation, entrepreneurialism and capital in a central location designed to foster collaboration across multiple disciplines including, but not limited to: aerospace, advanced aviation, quantum and high-performance computing, life in extreme physical environments, advanced materials and manufacturing, and other deep technology disciplines.

The Associate Provost for Energy, Climate, and Environment will play a vital leadership role on the Berkeley campus, advancing UC Berkeley's mission to conduct innovative research, foster interdisciplinary collaboration, and develop impactful solutions related to energy, climate, and environmental sustainability. The interim leader will work collaboratively across campus and with external partners to promote research excellence, curricular innovation, community-engaged scholarship, and sustainable campus operations aligned with the university's broader strategic goals to provide long-term societal benefit.

The Associate Provost for Energy Climate and Environment is presently vacant. For an initial period, the EA position will be devoted to supporting the Associate Provost for the Berkeley Space Center and their immediate staff. In the future, the EA can be expected to support both of these Associate Provosts and their immediate staffs, pending program and budget decisions regarding both programs.

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## **Position Summary**

The Executive Assistant will support the Associate Provost for Berkeley Space Center (approximately 50%) and the Associate Provost for Energy, Climate, and Environment (approximately 50%).

## **Application Review Date**

The First Review Date for this job is: 09/25/2025.

## **Responsibilities**

Oversees and ensures the daily administrative operations run smoothly for the executive's office. This includes strategic planning and coordination of multiple calendars, managing an office, and organizing administrative tasks related to clients and teamwork with fellow executive assistants across UC Berkeley and with partner institutions.

- Participates in the development and implementation of efficient and effective systems for managing information, projects and communications to ensure accurate and timely responses.
- Implements related business processes as needed, under the executive's direction.
- Functions as the gatekeeper, understanding the requirements of the executive, in order to prioritize issues according to urgency.
- Investigates issues and problems; drafts and prepares responses to urgent requests, and prepares responses to urgent divisional requests on behalf of the executive.
- Identifies and prioritizes responses.
- Responds to inquiries from faculty, staff, students and the public on behalf of the department(s) regarding organization operations, policies and procedures.
- Manages complex calendars, including scheduling meetings, travel and events for the Associate Provosts and their senior staff members.
- Coordinates logistics for meetings and strategic events and manages the related administrative tasks, such as reimbursement and reporting.
- Briefs executives on deadlines and the status of pending issues.
- Prepares confidential reports for senior staff, systemwide and other officials.
- Researches, compiles, and summarizes issues, policies and topics; provides background information, talking points and briefing materials for the executive.
- Organizes ad hoc committees appointed by the executives on a broad range of issues.
- Provides support for visitors and guests of the Associate Provosts.
- Provides operational support for hosting visiting delegations and potential funders and collaborators from government, academia, industry, and private organizations.

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- Makes high-level contacts of a sensitive nature, internally and externally, requiring discretion and diplomacy.
- Develops and maintains professional relationships with peers to facilitate collaboration.
- Handles the details of a variety of university administrative matters on behalf of the executive.
- Perform administrative duties such as expense reports, invoice processing, and maintaining contact databases.

**Required Qualifications**

- Solid analytical/problem-solving skills.
- Political acumen and sensitivities to the differing perspectives and political circumstances within all levels of the organization as well as the Office of the President and external constituencies.
- Strong service orientation, ability to handle high-stress scenarios calmly, and maintain professionalism.
- Strong skills to communicate effectively with all levels of staff, faculty, alumni/donors, students and external constituencies, both verbally and in writing.
- Ability to multi-task and prioritize within demanding timeframes.
- Ability to use high-level discretion and maintain a high level of confidentiality.
- Solid skills in problem identification; able to identify an issue and offer potential solutions.
- Familiarity with Google and Microsoft Suites.
- Able to maintain professional and collaborative relationships with colleagues, to partner effectively at multiple levels of the organization.
- Bachelor's degree in related area and/or equivalent experience/training.

**Preferred Qualifications**

- Familiarity with and/or can quickly learn the organization's processes, protocols and procedures (deep knowledge and understanding of UCB structures and processes).
- Knowledge of federal regulations such as FERPA.
- Thorough knowledge of and/or can quickly learn common organization-specific and other computer application programs.
- Familiarity with Salesforce.

**Salary & Benefits**

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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 \$85,438.45 (Step 5) - \$100,091.20 (Step 13). The full range for this classification is \$78,930.91 (Step 1) - \$126,961.76 (Step 25).

- 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

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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.

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**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)

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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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