

Program Assistant (4722C) - 81175
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=262648>

Downloaded On: Sep. 17, 2025 8:04pm

Posted Sep. 17, 2025, set to expire Jun. 30, 2026

Job Title Program Assistant (4722C) - 81175
Department
Institution University of California, Berkeley
Berkeley, California

Date Posted Sep. 17, 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/6574058>

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

Works in the administrative cluster supporting Dept of Middle Eastern Languages and Cultures, East Asian Languages & Cultures, the Group in Buddhist Studies, South and Southeast Asian Studies, the Group in Asian Studies, the Group in Ancient History and Mediterranean Archaeology, and Ancient Greek and Roman Studies comprising approximately 50 senate faculty, 50 lecturers, 8-10 postdocs, 10-15 visiting scholars.

Position Summary

This position is located in the heart of the administrative cluster, and is responsible for reception, organization, and support of the cluster's programs. Under minimal supervision from the Faculty Support Unit supervisor, the Program Assistant is the first point of contact for the administrative needs of the faculty group assigned. Provides faculty, lecturer, seminar, accounting, and research and expense account support, project management, web page and online calendar maintenance, and other duties as needed/assigned.

Application Review Date

The First Review Date for this job is: 09/29/2025.

Responsibilities

Office Reception

- Answers and directs telephone calls; manages office email accounts; receives visitors, directs guests, responds to walk-in inquiries from faculty, staff, students, and public.

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- Manages department-level email accounts & directs emails to responsible party or answers directly.
- Mail services - handles distribution of incoming mail and deliveries, outgoing mail, courier deliveries and pickups.
- Responsible for public-facing signage maintenance & updates - physical mail boxes, message boards, offices, and lounges.

Telecommunications, Office Equipment & Supplies

- Maintains cluster equipment inventory; Copying and shredding (large scale) for faculty and staff; office computers & laptops, copy-code access and de-authorization; property pickups for terminations.

Facilities and Physical Plant

- Controls key distribution and collection, keycard access & de-authorization. Initiates service and repair orders with physical plant; coordinates facility renovations, office moves; furniture moves; equipment removal; End-of day lockups.

Events

- Coordinates, attends, and may breakdown large, complex conferences/meetings/programs with faculty and staff on room reservations, parking, catering, publicity for multiple graduations, symposiums, conferences, workshops, receptions, prospective graduate student visits, interviewees.

Financial Services Backup

- Preparation and entry of POs, requisitions, financial journals, change orders, travel & entertainment, reimbursements, honorarium, BearBuy receipts, Connexus.

Student Services Support

- Handles book orders, readers, publisher desk copy requests, vendor contract, course

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evaluations, maintains department averages, and converts paper files to Pdfs.

Other work as assigned by manager.

Required Qualifications

- Thorough knowledge in administrative procedures and processes including word processing, spreadsheet and database applications.
- Requires good verbal and written communication skills, active listening, critical thinking, multi-task and time management skills.
- Requires interpersonal and work leadership skills to provide guidance to other nonexempt personnel.
- High school diploma and/or equivalent experience/training.

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 \$30.58 (Step 1) - \$36.71 (Step 9).

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

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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.

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.

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"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

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