

**Administrative Assistant (4723C) - 81635**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=263838>

Downloaded On: Oct. 13, 2025 5:19pm

Posted Oct. 13, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	Administrative Assistant (4723C) - 81635
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Oct. 13, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	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

The Goldman School of Public Policy (GSPP), founded in 1969, is a professional school grounded in scholarly practice and deeply aligned with UC Berkeley's public mission. As a leader in the art and science of modern public policy, GSPP pioneered the data-driven, evidence-based approach that remains its hallmark. The school is consistently ranked among the top policy schools in the nation, holding the #1 spot for Policy Analysis, #2 for Social Policy, #3 for Public Affairs, and #4 for Environmental Policy & Management by U.S. News & World Report.

GSPP's interdisciplinary faculty, comprised of 28 ladder-rank professors and 9 emeriti, are leaders in their fields, producing cutting-edge research that addresses complex public problems such as climate change, racial bias, educational inequality, and national security. The school is home to more than 12 research centers, including the Institute for Security and Governance, the Possibility Lab, the Berkeley Risk and Security Lab, the Democracy Policy Lab, India Energy Climate Center, and more.

The school is primarily a graduate institution with four-degree programs: the Masters of Public Policy (MPP), the Masters of Public Affairs (MPA), the Masters of Development Practice (MDP), and a PhD in Public Policy. GSPP also has a robust undergraduate presence. The school's academic community includes over 300 Master's candidates, 12 PhD students, 30 academic lecturers, and more than 60 graduate student instructors and researchers. Our more than 3,000 alumni have gone on to serve in leadership roles as UN officials, US cabinet secretaries, elected officials, and heads of state agencies.

With an annual budget of approximately \$40 million, supported by diverse revenue streams from philanthropy, contracts, grants, and tuition, the school's physical footprint includes five buildings and over 40,000 square feet of space. The GSPP community-including its more than 70 staff members-is defined by its high-quality work, exceptional talent, and a shared commitment to the public mission.

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Under the leadership of Dean David C. Wilson, the school has embarked on a forward-looking effort to expand its faculty, student body, and public impact, ensuring that GSPP continues to improve both the understanding and practice of public policy for the sake of the common good.

### **Position Summary**

The Institute for Security and Governance is seeking a detail-oriented and proactive Administrative Assistant to support the Faculty Director, Professor Janet Napolitano, and day-to-day Institute operations. The ideal candidate is highly organized, has strong communication skills, and is comfortable juggling a wide range of tasks from facilities and event support to scheduling, calendar management, travel coordination, and preparing daily schedules and briefing materials, including talking points, speeches, press packets, and subject matter research.

### **Responsibilities**

- Manage, coordinate, and maintain schedules and calendars for Faculty Director's commitments related to the Institute, UC Berkeley, and external commitments more broadly.
- Prepare daily schedules, talking points, and briefing materials, compiles and summarizes research materials, and provides course and curriculum support to the Faculty Director.
- Coordinate meetings with external partners, staffing the Faculty Director at meetings, including taking notes and arranging virtual and in-person logistics.
- Coordinate travel and provide logistical support for travel arrangements.
- Support event planning and coordination, including ordering food, securing space, AV services, and serving as the main point of contact with vendors.
- Other related duties as assigned.
- Provide general office and operations support, including purchasing and facilities.

### **Required Qualifications**

- Effective and efficient skills and experience in administration, operations, and/or office coordination.
- Detail-oriented.
- Strong organizational skills.
- Ability to manage and prioritize multiple tasks and assignments simultaneously.
- Skill in managing sensitive and/or confidential information regarding partner stakeholders and research content.
- Excellent written and verbal communication.

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- Ability to read, understand, and comply with university policies especially as they relate to purchasing, accounts payables, honorarium, gifts, and related subjects.
- Proficiency in troubleshooting day-to-day office equipment such as printers and audio/visual connections to laptops and coordinating with IT support.
- 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 \$27.10 (Step 1) - \$32.27 (Step 9).

- (20 hours/week).
- This is a non-exempt, biweekly-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->

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[units/cx/index.html](https://units/cx/index.html)

CX.28.B.5.b: This position will not convert to career status as the position into which the employee is hired is not an "ongoing" position, in that the position is established and funded for 18 months or less at any percent of time.

- This is not a visa opportunity.
- This position is eligible for up to 10% hybrid work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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

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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](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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