

Faculty Operations Administrative Officer (4263C), Plant &
Microbial Biology - 82232
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=267946>

Downloaded On: Nov. 10, 2025 5:05pm

Posted Nov. 10, 2025, set to expire Jun. 30, 2026

Job Title	Faculty Operations Administrative Officer (4263C), Plant & Microbial Biology - 82232
Department	Plant & Microbial Biology
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 10, 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

The Department of Plant & Microbial Biology is committed to the University of California's mission of dedicated research and to providing a superior education in plant biology, microbiology, and related life sciences.

We integrate fast-changing technology and developments into our research and develop collaborative partnerships with other scientists and research institutions at UC Berkeley and around the world.

Position Summary

Involves managing the administrative services and the full general operations of an academic/non-academic organization. Administrative services include activities in finance and human resources and may also include IT, facilities, and student services. General management activities include long and short-range strategic planning in determining the mission and directing all activities of multi-disciplinary departments through subordinate management staff.

Application Review Date

The First Review Date for this job is: 11/17/2025.

Responsibilities

Operations Management and Institutional Coordination

- Encompasses financial, personnel, procurement, facilities, compliance, and related administrative operational functions that support faculty responsibilities.

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- Serve as the primary operations liaison and delegate for faculty, engaging with campus offices, collaborators, and external stakeholders to execute operational processes and ensure smooth coordination across four campus colleges, nine graduate programs, four institutional appointments, and multiple funding entities.
- Oversee facilities requests and coordination.
- Manage blucard process.
- Assist with coordination and deployment of approved generative AI and other technology solutions for operational needs.
- Obtain, reconcile, and present financial information in clear, accessible formats, including summaries of fund balances, expenditures, encumbrances, projections, payroll distributions, reconciliations, and related details.
- Serve as a primary resource for resolving complex financial discrepancies, escalated service issues, working with Research Administrator and reports as needed.
- Oversee up to one assistant and/or up to four student workers.

Course Administration and Management

- Supports the administrative and logistical aspects of the faculty member's teaching, requiring coordination across multiple programs, systems, and policy requirements to support faculty responsibilities.
- Provide comprehensive course management and administration support.
- Deploy and administer course-related systems and tools.
- Maintain and update detailed grade spreadsheet.
- Upload and verify grades at CalCentral.
- Set-up lecture technology including.
- Track course deadlines, update routine deadlines in syllabi.
- Track and support accommodations for students as appropriate.
- Arrange logistics for guest speakers, including travel and reimbursement.
- Facilitate and support hiring of GSIs and readers, and provide training on course procedures

Information and Accessible Materials Support

- Encompasses the preparation, organization, and transformation of information and materials into accessible, usable formats; coordination of activities, schedules, and travel; and the direct handling and processing of materials-combining high-level long-term knowledge management with excellent clerical execution and compliance- that support faculty responsibilities.

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- Provide support for desktop and laptop software applications, assisting the faculty member in their effective use for operational, research, teaching, and administrative tasks.
- Support frequent reporting to institutional units, funding agencies, collaborators, and for faculty situational awareness, including APBears, biobib, CV, biosketch, grant progress reports, and website publications.
- Manage the letter of recommendation process, including obtaining information, addressing, directed revisions, uploading, submitting, and tracking.
- Take, transcribe, and summarize notes for meetings and activities as needed.
- Prepare, format, and finalize administrative and clerical aspects of manuscripts, abstracts, proposals, and similar materials for submission, tracking all aspects of compliance.

Scheduling and Travel Support

- Coordinate and maintain complex scheduling for meetings, deadlines, graduate programs, travel, and other events, balancing substantial constraints and requirements.
- Arrange, coordinate, and arrange for reimbursement of international and domestic travel for departmental and program meetings, conferences, seminars, research collaborations, and related events.

Required Qualifications

- Ability to use sound judgment in responding to issues and concerns.
- Demonstrated outstanding communication skills, including fluent and facile command of written and oral English language.
- Exceptional organizational skills and ability to multitask with demanding timeframes, with precise attention to detail.
- Ability to work on campus, in person.
- Ability to use discretion and maintain confidentiality.
- Ability to work with quantitative information, including complex budget development, deployment, and accounting oversight.
- Ability to prioritize tasks and work independently; ability to track and communicate tasks/priorities; and ability to navigate conflicting priorities on demanding timelines.
- Ability to work in a resource-constrained environment.
- Bachelor's degree in related area and/or equivalent experience/training.

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Preferred Qualifications

- Strong familiarity with Microsoft Office and Adobe Creative Cloud.
- Background in and/or can quickly learn Berkeley administrative processes.
- Background in how a research lab runs.

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 \$32.44 (Step 1) - \$40.59 (Step 11).

- 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-units/cx/index.html>

- This is not a visa opportunity.

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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 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

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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