

Business Services Administrator (4722C), Haas School of
Business - 82261
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=269031>

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Posted Dec. 3, 2025, set to expire Jun. 30, 2026

Job Title	Business Services Administrator (4722C), Haas School of Business - 82261
Department	Haas School of Business
Institution	University of California, Berkeley Berkeley, California
Date Posted	Dec. 3, 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

UC Berkeley's Haas School of Business offers a unique opportunity to champion new ideas, collaborate across boundaries, and continually learn in a workplace committed to creating a welcoming environment for all. Our distinctive culture is captured within our four [Defining Leadership Principles](#): **Question the Status Quo, Confidence Without Attitude, Students Always, and Beyond Yourself**. These principles distinguish Berkeley Haas as a unique environment, conducive to teamwork, collaboration, and career growth.

For more information about the Haas School of Business visit: <https://haas.berkeley.edu/about/>

The Haas School of Business embraces flexible working arrangements for its employees. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

Application Review Date

The First Review Date for this job is: 12/15/2025.

Responsibilities

The Faculty Assistant group is an essential part of the Administration unit of the Haas School of Business. Under minimal supervision from the Faculty Assistant Supervisor incumbents provide comprehensive administrative support to faculty.

- Prepare and review forms using knowledge of purchasing, reimbursements and payment tasks to pay bills, create invoices and track expenses.

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- Includes resolving problems by performing qualitative review of individual documents on a case by case basis.
- Prepare appropriate forms and submit orders, payments and reimbursements in BearBuy purchasing system.
- Communicate with Campus Shared services on travel policy questions or issues.
- Operate software packages such as Excel, Word, Acrobat, Sheets, Docs, Forms and internal UC systems (e.g., BearBuy and Connexus).
- Respond to problems of missing or incomplete documentation and documentation required in compliance with UC policies Research and recommend vendors/ prices/ equipment; identify substitutes for supplies and low value equipment.
- Prepare reports and statistics based on information compiled from various sources.
- Serve as back up for seminar series logistics and staff vacancies when needed.
- Other duties as assigned.

Professional Learning and Growth

- Actively contributes to a team environment that fosters and promotes a culture of belonging for all, within the unit and at Haas. Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.
- Completes required training on time and engages in opportunities for learning pertinent to the position or at the suggestion of the supervisor.

Required Qualifications

- Applicants for this position are expected to possess the skills, knowledge, and abilities essential to the successful performance of the duties assigned to the positions.
- Demonstrated experience in working in a fast paced and high-volume transactional processing environment.
- Strong customer service, organizational, problem-solving, and oral/written communication skills.
- Ability to work with a variety of populations.
- Ability to balance multiple and competing priorities and deadlines.
- Must be able to work both independently and as part of a team.
- Must have experience with typical office computing and electronic equipment.
- Basic/intermediate proficiency with standard computer applications such as Word, Excel, e- mail, Internet, etc.
- Ability to maintain confidentiality and security of student records following confidentiality rules established by FERPA, the State of California and the University.

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- Excellent interpersonal skills, demonstrating a desire to establish and maintain positive & professional working relationships with colleagues, students and team members.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.

Preferred Qualifications

- Some knowledge of and/or can quickly learn UC Berkeley's Berkeley Financial System (BFS), Bear Buy, Travel and Entertainment (T&E), and Connexus.
- Ability and willingness to learn new online systems and other new software and technology.
- Awareness of critical academic/administrative deadlines.

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).

- 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

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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. This position does not include sponsorship of a new consular H-1B visa petition that would require payment of the \$100,000 supplemental fee.

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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