

Lead Center Administrative Manager (4722C) - 3351
University of California Berkeley

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Posted Dec. 19, 2019, removed Mar. 20, 2020

Job Title	Lead Center Administrative Manager (4722C) - 3351
Department	
Institution	University of California Berkeley Berkeley, California
Date Posted	Dec. 19, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/1748203

Apply By Email

Job Description

Lead Center Administrative Manager (4722C) - 3351
About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual,

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economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [\[url=https://apptrkr.com/get_redirect.php?id=1748203&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1748203&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get_redirect.php?id=1748203&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=1748203&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get_redirect.php?id=1748203&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1748203&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)our Strategic Plan.

Application Review Date

The First Review Date for this job is: January 5, 2020, will remain open until filled.

Departmental Overview

The LEAD Center is committed to all students and an inclusive campus community, thereby enhancing the student experience at UC Berkeley. To this end we provide quality services and programs that foster experiential learning opportunities and ensure a sustainable organization. In addition, the LEAD Center provides student group advising, leadership opportunities and student development programs. We manage and operate multiple facilities including the University Student Union, Eshleman and Anthony Hall, Graduate Assembly, student organization offices, and much more. Finally, we provide financial and accounting services to approximately twenty-five ASUC Government Officers, Graduate Assembly Executive Officers, over 1,300 student groups, and forty student publications.

The LEAD Center, a department of the Dean of Students, is at the center of student life at UC Berkeley and is the campus department responsible for facilitating leadership development opportunities in addition to encouraging student involvement and engagement within the campus community. The LEAD Center promotes a student-centered learning environment by advising and empowering students to pursue their co-curricular initiatives, to cultivate their leadership skills, and to develop holistically.

The LEAD Center is focused on providing services and resources focused on leadership, personal and

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professional development, advising, and working with diverse communities of students, staff, faculty, and campus community stakeholders. The LEAD Center provides advising services to student groups, including student organizations, student publication groups, fraternities and sororities, student government, the campus programming board, and student leadership development and training initiatives. These student groups include, but are not limited to, the Recruitment and Retention Centers, Associated Students of the University of California (ASUC), Graduate Assembly (GA), bridges Multicultural Resource Center, Fraternities and Sororities, Student Leader Training and Development, Student Publication Groups, ASUC programming, and sustainability and environmental organizations.

Responsibilities

Customer Service/Public Contact:

- * Provide front-line customer service and answers inquiries from students, faculty, staff and the general public regarding LEAD Center policies, practices, and procedures and fields calls and e-mail inquiries from internal and external stakeholders.
- * Collaborate with ASUC Student Union Event Services using Event Management Scheduling (EMS) software and bcal to reserve space for the LEAD Center Operations.
- * Work with Event Services and LEAD Center staff to determine appropriate space allocation for LEAD Center meetings and events to optimize usage of facilities.

Administrative Support:

- * Acts as a first point of contact for purposes of scheduling and calendar maintenance for the LEAD Center Director/Assistant Dean of Students and the LEAD Center Leadership Team.
- * Maintain the LEAD Center Director/Assistant Dean of Students and LEAD Center Leadership Team calendar, including day-to-day and long-term management of meetings.
- * Assist the Director in coordinating the schedule of the LEAD Center team for events, programs, and meetings.
- * Oversee the ordering of office supplies and maintain inventory of supplies and equipment for the LEAD Center.
- * Completes various transactional processes, including travel requests and reimbursements, student excuse letters, and the approval of student staff time sheets.
- * Support the LEAD Center Director in facilitating project management and workflow for LEAD Center projects and initiatives.
- * Create and implement office operations, policies, and procedures; ensure policies and procedures are being followed by paraprofessional and career staff.

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- * Coordinate with Information Technology, Facilities Management, and other university departments to ensure office operations are functional.
- * Assist in the hiring and onboarding process for new hires, including scheduling, on-site visits, setup of phones, email, and computers, etc..
- * Participate as a member of the LEAD Center Management Team

Supervision & Management:

- * Coordinate the hiring, training, supervision and evaluation of approximately 20+ student staff within the LEAD Center.
- * Assigns daily and ongoing tasks and responsibilities to student staff in support of LEAD Center.
- * Manage the work schedule and daily responsibilities of approximately 20+ student employees.
- * Responsible for approving timesheets for student employees and creating, participating and implementing in student staff hiring practices, training, and evaluations based on the Student Learning Outcomes (SLOs).
- * Oversee the development of a student staff schedule and adheres to the evolving staff support needs of the LEAD Center.
- * Create and provide ongoing support and training for: Office Management Coordinators, Peer Leadership Consultant Leads, and the Peer Leadership Consultants.
- * Oversight of LEAD Center social media platforms, newsletter and external communications, front-line advising including new student organizations, and walk-in advising.
- * Support and facilitate programs offered by the LEAD Center which may include Signatory Orientation.
- * Support and facilitate the student organization registration and new organization registration processes.
- * Support the development and training of the Peer Leadership Consultants to address student concerns and crisis response to mitigate risk and triage high-level issues. For example, C.A.R.E. reporting, media requests, and time-sensitive phone calls.
- * Supervise student staff that directly work with student constituents regarding their adherence to processing policies, practices, and procedures.
- * Provide front line customer service needs for the LEAD Center, and be able to effectively contribute to the development and implementation of new procedures and practices that assist in the support of functions and services provided by the LEAD Center.

Fiscal Administration:

- * In collaboration with the LEAD Center Director, monitor the LEAD Center operational budget including tracking expenditures and providing general ledger reports.
- * Serve as the primary budget manager of the Peer Leadership Consultants staffing model; maintain

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accurate budget actual and remain within allocated budget.

- * Enters accurate financial information into designated software used to manage LEAD Center funds.
- * Maintains accurate financial records on budget balances and financial requests processes and procedures for the LEAD Center.
- * Provides LEAD Center staff with accurate, up to date information regarding departmental budgets account balances.

Required Qualifications

Customer Service Skills:

- * Excellent oral communication and presentation skills.
- * Experience interacting with a diverse community and the general public in a service environment.
- * Experience managing and resolving complaints and requests in a professional manner.
- * Experience organizing and managing numerous projects in a fast-paced environment.
- * Experience in crisis management and emergency preparedness.

Administrative and Financial Skill Set:

- * Working knowledge of calendar software and other organizational tools.
- * Working knowledge of financial software.
- * Proficiency, speed, and accuracy in utilizing computer software programs for word processing (MS Word), spreadsheet (Excel), internet, and other basic software applications.
- * Experience reading and interpreting financial policies and processes.

Leadership Skill Set:

- * Strong problem-solving, analytical, and attention to detail skills.
- * Ability to prioritize work effectively; exercise appropriate initiative; demonstrate proper perseverance and follow through; and display sound judgment.
- * Experience supervising or leading teams with ability to establish positive working relationships.

Education/Training:

- * Bachelor's degree in related area and/or equivalent experience/training in managing financial records and other business related functions and processes.

Preferred Qualifications

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- * Experience in business process improvement.
- * Experience in budget tracking and management.
- * Prior experience in student services/student affairs.
- * Experience with event planning and program development.
- * Specialized knowledge of University policies and campus procedures.

Benefits

This position is a non-exempt, bi-weekly paid position. Hourly pay for this role is commensurate with experience.

For information on the comprehensive benefits package offered by the University visit:

[url=https://apptrkr.com/get_redirect.php?id=1748203&targetURL=http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Other Information

This is a full-time, 40-hours per week, career position.

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:

[url=https://apptrkr.com/get_redirect.php?id=1748203&targetURL=http://ucnet.universityofcalifornia.edu/labor/units/cx/index.html]http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html

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.

Equal Employment Opportunity

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The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

[url=https://apptrkr.com/get_redirect.php?id=1748203&targetURL=http://www.eeoc.gov/employers/upload/pos

For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get_redirect.php?id=1748203&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1748203]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H

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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