

Administrative Manager (7377U) Job 69505 - Terner
Center/CED
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238784>

Downloaded On: Jul. 29, 2024 8:15pm

Posted Jul. 29, 2024, set to expire Nov. 4, 2024

Job Title	Administrative Manager (7377U) Job 69505 - Terner Center/CED
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 29, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Public Relations/Marketing Financial Planning/Budget Management Business & Administration Research
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Job Description

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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

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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, 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 [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and 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 staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

The mission of the Turner Center for Housing Innovation is to formulate bold strategies to house families from all walks of life in vibrant, sustainable, and affordable homes and communities. Our work provides timely analysis and data-driven research to support policy and innovation for policymakers, practitioners, and advocates in addressing with urgency the multiple, layered crises of housing affordability, entrenched inequities, and climate change. The Turner Center aims to provide actionable, pragmatic paths that are based in evidence and can bring together a coalition to make change.

The Administrative Officer 3 role will provide essential support and management for a number of the organization's functions. The individual will work closely with the Associate Director to support management of the day-to-day, financial and operations of the Turner Center, ensuring they are

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streamlined and effective.

Application Review Date

The First Review Date for this job is: June 11, 2024 - Open until filled

Responsibilities

25% Develops, prepares and manages contracts, budgets and financial reports for funding which may be complex. Provides input into non-technical portions of grant and contract proposals.

15% Manages, plans and administers a range of administrative operations in a small to medium academic department, or a small to medium non-academic department, center or program. Manages department/office related IT, facilities, supplies, student services, billing and rent/lease/property management related work.

10% Coordinates and participates in a variety of human resources activities including employment, training, classification, and ensuring the completion of forms and documents related to HR and Payroll for unit / department. Gathers, analyzes, prepares and summarizes financial and HR reports.

10% May supervise a small staff of support employees and / or students.

10% Performs studies for resource plans, including approaches, trends, sources and uses.

10% Engages in training and career development; performs other duties as assigned.

10% Performs recharge administration.

5% Acts as safety coordinator.

5% Participates in short and long term planning for the organization.

Required Qualifications

- Thorough knowledge of university rules and regulations, processes, protocols and procedures for budget, account and fund management, personnel management.
- Thorough knowledge of financial analysis and reporting techniques, human resources policies

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and procedures for staff and academic employees.

- Knowledge of a variety of administrative operations activities such as events planning, basic fundraising processes, website design and content development, accounting, contracts and grants regulations and guidelines.
- Solid interpersonal communication skills to include verbal and written, active listening, critical thinking, persuasiveness, advising and counseling skills.
- Strong skills in short- and long-term strategic planning, analysis and problem-solving and customer service.
- Strong skills in grant writing and relationship management of foundations with a focus on housing, community development, sustainability/climate change and equity interests. Ability to use discretion & maintain confidentiality.
- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Solid knowledge of common university-specific computer application programs.

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 salary or hourly range that the University reasonably expects to pay for this position is \$93,000 - \$105,000.

Conviction History Background



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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

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, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

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Contact Information



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Please reference Academickeys in your cover letter when
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Contact

N/A

University of California, Berkeley

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