

Assistant to the Executive Director (4702C) - 75758
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252096>

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Posted Jan. 24, 2025, set to expire Jun. 30, 2025

Job Title	Assistant to the Executive Director (4702C) - 75758
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 24, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Other Administrative Departments
Apply Online Here	https://apptrkr.com/5951201

Apply By Email

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

Berkeley Art Museum and Pacific Film Archive (BAMPFA) ignites cultural change for a more inclusive and artistic world. BAMPFA has been uniquely dedicated to art and film since 1970, with international programming that is locally connected and globally relevant. As part of the University of California, Berkeley, BAMPFA is committed to artistic diversity through its robust slate of art exhibitions, film screenings, artist talks, live performances, and educational programs that shed new light on the art of the past and connect our audiences with leading filmmakers and artists of our time. BAMPFA sits on the edge of campus and downtown Berkeley, where it welcomes visitors from across and beyond the Bay Area in a repurposed building designed by Diller Scofidio + Renfro.

Position Summary

The Assistant to the Executive Director provides high-level, confidential, executive support on a wide range of projects including staff-wide initiatives, board and donor communications, programs and other topics as assigned.

With a high degree of autonomy, the Assistant to the Executive Director manages the Executive Director's Office, the Executive Director's calendar, board meetings, and special projects involving the Executive Director. This is a unique opportunity to support the implementation of a new vision and work collaboratively across the institution with talented colleagues to achieve the museum's mission and goals. This is a fully in-person position with the exception of a hybrid schedule only when the Executive Director is traveling.

Application Review Date

The First Review Date for this job is: 02/05/2025.

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Responsibilities

EXECUTIVE SUPPORT FUNCTIONS

- Monitors projects the Executive Director is involved in, identifies and gathers relevant data, maintains deadlines, reminds Executive Director of matters that require immediate attention and offers assistance and analytical support.
- Supports Executive Director's activities with a high level of organization, efficiency, and detail, and prepares daily and weekly briefings with related materials.

MANAGEMENT OF EXECUTIVE SCHEDULE AND MEETING COORDINATION

- Proactively manages the Executive Director's calendar to ensure time for ED's priorities, focused work, and travel, consistently re-prioritizing events, meetings and communications daily, weekly, and monthly; assessing and prioritizing the high volume of incoming requests, scheduling large and complex meetings with internal and external stakeholders, tracking requests, resolving conflicts appropriately in timely manner.
- Functions as the gatekeeper, understanding the requirements of the Executive Director, in order to prioritize issues according to urgency, and to allocate time for scheduled events, travel and meetings. Manages invitations and RSVPs.
- Manages logistics for internal meetings including scheduling, reserving rooms, supporting agenda development, facilitating, note-taking, communicating to key stakeholders, following up on action items, and setting up the appropriate tools and technology, such as Zoom. Organizes ad-hoc committees appointed by the Executive Director on a broad range of issues.
- With guidance from the Executive Director, responds to sensitive and important issues, and forwards situations and issues presented by board members, donors, staff, faculty and external constituents to appropriate senior staff members for resolution.
- As delegated, responds to inquiries from faculty, staff, students and the public on behalf of the Executive Director. Makes high-level contacts of a sensitive nature, internally and externally, requiring discretion and diplomacy.

TRAVEL ARRANGEMENTS

- Make travel arrangements for Executive Director including booking travel, preparing itinerary, providing supplies, coordinating with trip hosts, and completing complex expense reports.

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OFFICE COORDINATION AND OPERATIONS

- Oversees and ensures that daily operations run smoothly for the executive's office. Keeps Executive Director's office neat and organized, filing documents, both digital and hardcopy, and other materials for efficient retrieval. Screens and prioritizes incoming mail for Executive Director's attention. Monitors and replenishes office supplies.
- Participates in the development and implementation of efficient and effective systems for BAMPFA, managing information, projects and communications. Ensures compliance with all university policies.

ADVISORY BOARD COORDINATOR

- Serves as a liaison with the BAMPFA National Leadership Board and Director's Cabinet. Manages the creation and implementation of the board calendar, including meetings, retreats, social activities, and specified committee meetings.
- Staffs committees as requested.
- Helps/assists/works with board on any issue they may raise.
- Composes and edits written documents for the Board leadership and committees, such as agendas, summaries, reports, minutes, letters, directives, and visual presentations.
- Coordinates, sets up, and breaks down gatherings for the Board of Trustees and committees. This includes ordering catering, gifts, ancillary materials, and ensuring that gatherings are presented in a professional and neat manner. Creates and tracks a guest list of all attendees and makes accommodations for board members as requested.

SPECIAL PROJECTS

- Performs and/or coordinates special projects independently, and/or as a member of a team.
- Other duties as assigned by the Executive Director.

Required Qualifications

- Previous experience performing administrative duties in a fast-paced environment.
- Highly organized with demonstrated skill for planning and prioritizing.
- Political acumen and sensitivities to the differing perspectives and political circumstances within all levels of the campus.
- Strong analytical/problem-solving skills.

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- Writing, editing, and proofreading skills.
- Strong service orientation.
- Ability to communicate effectively with all levels of staff, faculty, alumni/donors, students, and external constituencies, both verbally and in writing.
- Strong skills in research, analysis, and complex problem solving.
- Ability to work flexibly and multitask with demanding timeframes.
- Ability to use high-level discretion and maintain a high level of confidentiality.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Advising and counseling skills.
- Awareness of BAMPFA and its program goals or the ability to learn.
- Experience working at a cultural organization.
- Experience supporting the work of an executive officer.
- Thorough knowledge of common campus-specific and other computer application programs and/or ability to rapidly learn these programs.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly at an annual rate and is eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's https://apptrkr.com/get_redirect.php?id=5951201&targetURL=

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

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experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$85,000.00 - \$95,000.00.

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.

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.

Misconduct

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

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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:

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"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/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

https://apptrkr.com/get_redirect.php?id=5951201&targetURL=U.S. Equal Employment Opportunity Commission poster.

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



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

Referral Source info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

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