

Senior Administrative Officer (7378U) Job 77362 - Bakar
Institute of Digital Materials for the Plan
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255353>

Downloaded On: Apr. 4, 2025 5:56am

Posted Apr. 2, 2025, set to expire Jul. 1, 2025

Job Title	Senior Administrative Officer (7378U) Job 77362 - Bakar Institute of Digital Materials for the Plan
Department	Bakar Institute of Digital Materials for the Plan
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 2, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Financial Planning/Budget Management Administration - General
Apply Online Here	https://apptrkr.com/6118964
Apply By Email	

Job Description

Image not found or type unknown

Senior Administrative Officer (7378U) Job 77362 - Bakar Institute of Digital Materials for the Plan

Departmental Overview

University of California, Berkeley brings together top machine learning and chemistry researchers to develop groundbreaking technologies to unlock new solutions to climate change. World-leading chemists, computer scientists, statisticians, and a breadth of other interdisciplinary collaborators from across the UC Berkeley campus, our sister campuses, and the global academic community, BIDMaP is leading cutting-edge research and forging partnerships to address the climate crisis. The Institute will

Senior Administrative Officer (7378U) Job 77362 - Bakar
Institute of Digital Materials for the Plan
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255353>

Downloaded On: Apr. 4, 2025 5:56am

Posted Apr. 2, 2025, set to expire Jul. 1, 2025

focus on developing a new field of machine learning for experimental chemistry. BIDMaP will develop and leverage AI techniques to accelerate climate change technologies and their deployment. BIDMaP will focus on trapping and harnessing small molecules we rely on but cannot currently control at scale.

BIDMaP will rely on the intersection of multiple fields of study, with interaction being a key component, to develop new types of algorithms and design platforms to optimize discovery, development and the deployment of climate change intervention technologies, initially focusing on new materials. BIDMaP aims to help scientists find more correct answers faster and provide a roadmap for incorporating artificial intelligence (AI) into other experimental fields like physics. BIDMaP is a financially self-sustaining research institute within Computing, Data Science and Society with an ambitious vision.

Application Review Date

The First Review Date for this job is: 4/14/25 - Open until filled

Responsibilities

40% - Administrative Operations: Manages, plans, and administers a full range of BIDMaP administrative operations, including budgetary financial management, contract and grant administration, instructional and student services, staff personnel and space management. Budgetary Financial Management: The SAO is responsible for overseeing and managing BIDMaP finances, including developing the annual budget and forecasts; monitoring revenues and expenditure; and providing the Directors with quarterly reports on variances, including recommendations of corrective actions, if necessary. This entails working with the Directors to review and identify funding sources and pursuing potential funding opportunities and revenue streams. Contract and Grant Administration: Oversee contract and grant awards from proposal development and submission to awards negotiation/administration to final close out and audit. Awards range from managing and coordinating the preparation of large-scale multi-investigator Federal grant applications to a single investigator application for an internal institutional fund source. Work requires close coordination with campus administration.

Staff Personnel: The Executive Director supervises BIDMaP support staff, which may include study students, a communication officer, software engineer and other support staff as needed. The SAO is responsible for managing all the processes in aspects of staff management including supervision, recruitment and hiring and performance review and evaluations as well as direct supervision of the student workers.

Space Management: In collaboration with other campus units and departments, the position will assist



Senior Administrative Officer (7378U) Job 77362 - Bakar
Institute of Digital Materials for the Plan
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255353>

Downloaded On: Apr. 4, 2025 5:56am

Posted Apr. 2, 2025, set to expire Jul. 1, 2025

Senior Administrative Officer (7378U) Job 77362 - Bakar
Institute of Digital Materials for the Plan
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255353>

Downloaded On: Apr. 4, 2025 5:56am

Posted Apr. 2, 2025, set to expire Jul. 1, 2025

with BIDMaP space assignments and changes, coordinate moves and oversee the design, development, implementation and maintenance of space.

20% - Event Planning: Plan and organize all BIDMaP-related programs and events, including the symposium, weekly seminars and workshops. The SAO will oversee the organization of these complex, high-visibility events, working closely with the assistants, student workers, as well as with faculty members and current postdocs on the planning committees. Responsibilities for these events include budgeting, securing space, establishing vendor agreements, developing promotional materials and program agenda, supporting arrangements for guest speakers, recruiting student help and providing logistical support.

15% - Communication: Serves as the main point of contact for BIDMaP and its constituencies, both within the University and outside of the University. The SAO will oversee the management of all BIDMaP communications including website development and maintenance and social media presence. The SAO will support engagement with Communications professional to prepare materials for BIDMaP Faculty and Executive Committee meetings, prepare annual report and maintain BIDMaP documents and records.

10% - Strategic Planning and Implementation: The position will work with the Berkeley Executive Director, and BIDMaP leadership on the development and implementation of a strategic plan for the BIDMaP. In addition, the SAO will work in consultation with the Directors on the planning and implementation of critical short and long-term projects and initiatives for BIDMaP as well as on the delegation and prioritization of functions and associated responsibilities within the Program's organizational structure.

10% Fundraising: In consultation with the Directors, determine and develop financial and resources bases for BIDMaP programs and activities. Supports plans for fund raising efforts to ensure ongoing sustainability of the program. Work on identifying potential funding sources and supporting application for funding opportunities through federal, state, private and institutional fund sources.

5% - Professional Development: Represents BIDMaP on business affairs to the institution community and serves on committees. The SAO will be expected to maintain and update their advanced knowledge of campus policies at both UC Berkeley, processes and procedures by taking appropriate classes, attending campus-wide training, and networking with peers.

Required Qualifications

Senior Administrative Officer (7378U) Job 77362 - Bakar
Institute of Digital Materials for the Plan
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255353>

Downloaded On: Apr. 4, 2025 5:56am

Posted Apr. 2, 2025, set to expire Jul. 1, 2025

- Advanced knowledge of University rules and regulations, processes, protocols and procedures for budget, account and fund management, personnel management.
- Advanced knowledge of financial analysis and reporting techniques, academic and staff human resources policies and procedures for staff and academic employees.
- Advanced knowledge of a variety of administrative operational activities such as event planning, basic fundraising processes, risk management planning, website design, accounting and payroll, and contracts and grants regulations and guidelines.
- Knowledge of common university-specific computer application programs.
- Advanced knowledge of a variety of administrative operations activities such as events planning, basic fundraising processes, risk management planning, website design, accounting and payroll, and contracts and grants regulations and guidelines.
- Advanced interpersonal communication skills to include verbal and written, active listening, and critical thinking, persuasiveness, advising and counseling skills.
- Advanced skills in short and long term strategic planning, analysis and problem-solving and customer service.
- Excellent service orientation and attention to detail.
- Ability to maintain confidentiality and exercise high level of discretion.
- Ability to resolve problems within policy parameters while using sound judgment.
- Ability to work independently or collaboratively.
- Must have the capacity to manage high-energy situations, be highly organized with great follow-up skills, and work well in a diverse, fast-paced, and ambiguous environment.
- Bachelor's degree in related area and / or equivalent experience / training.

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.



Senior Administrative Officer (7378U) Job 77362 - Bakar
Institute of Digital Materials for the Plan
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255353>

Downloaded On: Apr. 4, 2025 5:56am

Posted Apr. 2, 2025, set to expire Jul. 1, 2025

Anticipated hiring range: \$88,900 - \$127,692

UCB salary range: \$88,900 - \$163,900

The salary offer to the final candidate will take into consideration their experience and salary equity with current UC Berkeley employees working in similar roles.

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 Disclosure

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/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



Senior Administrative Officer (7378U) Job 77362 - Bakar
Institute of Digital Materials for the Plan
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255353>

Downloaded On: Apr. 4, 2025 5:56am

Posted Apr. 2, 2025, set to expire Jul. 1, 2025

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/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

,