Job Description

Job Title: Executive Assistant to the Dean (7384U) #19043

Job ID: 19043

Location: main Campus-Berkeley

Full/Part Time: Full-Time

Department: Law

Regular/Temporary: Temporary

About Berkeley

The University of California, Berkeley, is one of the world’s most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley’s culture of openness, freedom and acceptance—academic and artistic, political and cultural—make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at http://jobs.berkeley.edu/why-berkeley.html.

Application Review Date

The First Review Date for this job is: December 23, 2014.

Departmental Overview

UC Berkeley School of Law (Boalt Hall) is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. Berkeley Law is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national, and global import.

The Executive Assistant provides executive level support to the Dean of Berkeley Law; also provides leadership to manage effective systems and protocols within the Dean’s office under the supervision of the Chief of Staff. The position manages the Dean’s calendar, conducts research in order to prepare briefing materials, coordinates travel, manages the Dean’s tasks, coordinates confidential and sensitive communications among law school units and central campus administration. The position works closely with several Law School units including alumni and development, operations, human
resources and academic personnel; assists the Dean with special projects as needed; facilitates activities and appointments between the Dean and the Chief of Staff and the Dean’s Office in general.

Responsibilities

10% Provides research and analysis to prepare briefing materials for the Dean. Manages multiple tasks with competing deadlines. Responds to routine & non-routine inquiries regarding law school and campus operations, policies and procedures. Forwards situations and issues presented by staff, faculty and external constituents to appropriate staff members for resolution.

30% Provides administrative and technical assistance on a wide range of special projects as assigned by Dean and Chief of Staff.

10% Makes high-level contacts of a sensitive nature regarding routine & non-routine issues internally and externally requiring a high degree of discretion and diplomacy and time sensitivity. Understands the program goals and priorities of the executive, in order to prioritize issues according to urgency.

25% Directs the daily administrative operations of the Dean’s office; functions as a work leader to direct and oversee assignments for the Dean’s office receptionist and work study student assistants. Functions as a gatekeeper to assure prioritization of the Dean’s time. Responds to a wide variety of inquiries from faculty and staff. Uses multiple computer applications to support key administrative functions. Manages the Dean’s task list and follow up activities to assure timely completion of projects. Shares primary responsibility for managing and scheduling the Dean’s calendar with the other Executive Assistant. Including management of Dean’s schedule and all travel – includes 350+ appointments per month and travel between 2-4 times per month. Collects and prepares information for use in discussions, meetings of executive management and external individuals.

20% Drafts briefing documents for the Dean as well as correspondence and works on other communications projects. Develops and manages a database of contacts, initiatives and assignments. Records minutes or notes of meetings as required.

Required Qualifications

• Advanced technical and computer skills to support administrative functions including MS Office Suite with an emphasis on Powerpoint, Excel and database skills, electronic calendar management, various videoconferencing applications such as Fuze, etc., and email applications.

• Excellent project management skills, strong attention to detail, and ability to multi-task with demanding time frames.

• Excellent writing skills.

• Strong analytical/problem-solving skills using sound judgment within policy parameters.

• Provides high quality customer service orientation.
• Strong communication and interpersonal skills to communicate effectively with all levels of staff; both verbally and in writing, with excellent editing and proofreading ability.

• Strong ability to work independently and as a team member.

• Advising and counseling skills.

• Ability to use high-level discretion and maintain a high level of confidentiality.

• Diplomacy, professional appearance and demeanor, and excellent attendance.

• Bachelors degree in related area and/or equivalent experience/training.

Preferred Qualifications

Project management training preferred.

Salary & Benefits

Hiring salary range: $3,966.67 - $4,891.67/month.

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

How to Apply

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

Other Information

This is a 12 month, full-time contract position with possibility of renewal.

Criminal Background Check

This position has been designated as sensitive and may require a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal 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, national origin, disability, or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see:
If you’d like more information about your EEO rights as an applicant under the law, please see:


**Clery Disclosure**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act require that crime statistics and other safety information for colleges and universities receiving Title IV funds be made available to applicants upon request. University of California, Berkeley’s Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by the University, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as those concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You may obtain this information for the UC campus to which you are applying by accessing the website at http://police.berkeley.edu/safetycounts/index.html.

A printed copy of the report may be obtained by writing to UCPD, Room 1, Sproul Hall, Berkeley, CA 94720.