

Job Description

Job Title: Office Administrator, The Berkeley Center for Law and Technology (7376U)	Job ID: 21010
Department: Berkeley Law	Location: Main Campus-Berkeley
Full/Part Time: Full-Time	Regular/Temporary: Regular

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>.

Departmental Overview

Berkeley Law is one of 14 schools and colleges at the University of California, Berkeley. It is consistently ranked as one of the top law schools in the nation. The law school has produced leaders in law, government, and society, including Chief Justice of the United States Earl Warren, Secretary of State of the United States Dean Rusk, Attorney General of the United States Edwin Meese, United States Secretary of the Treasury and Chairman of the Federal Reserve G. William Miller, and former Solicitor General of the United States Theodore Olson.

At Berkeley Law, we are committed to excellence in education and scholarship, as well as equality of opportunity. We believe we have a responsibility to use our substantial intellectual capital to help solve real-world problems and to create a more just society through clinics, research, and policy engagement. We believe that a Berkeley Law degree is a tool for change, both locally and globally, and that we should be educating the leaders of tomorrow. We maintain an environment that nurtures academic and personal growth, respects a diversity of ideas, and stimulates independent thought and critical reasoning.

BCLT is a center within the UC Berkeley Law School and is widely recognized as providing the nation's #1 program in law and technology. Berkeley Law, which is one

of the top law schools in the nation, is known for its vibrant and engaged community of students and scholars who are committed to making a difference on problems of local, national and global import.

POSITION OVERVIEW:

The Berkeley Center for Law and Technology (BCLT), at the University of California, Berkeley, is currently seeking a highly organized self-starter to fill the role of Office Administrator. This is an exciting opportunity to join a dynamic team that works with faculty, students, law firms, Government and non-profit experts and leading tech companies to address cutting edge legal and policy issues posed by the Internet and other rapidly changing technologies. The office administrator will coordinate the day-to-day business activities of the Center and will ensure that BCLT's web and social media presence is dynamic and regularly refreshed.

This is a one year contract position (full-UC benefits), with the possibility of renewal.

Responsibilities

Administers a defined operational program or activities which may include some of the following functions: finance, facilities, payroll, space planning, student services, human resources, communications, informational technology or safety.

- Under the direction of the Associate Director, the Office Administrator is responsible for the day-to-day management of the BCLT office. Serves as the administrative point of contact and responds to all administrative inquiries; ensures that records and databases are current and accurate; liaises with IT/Media/Facilities on program needs; and provides other administrative support for the Center. Tasks vary in scope and complexity, but require high-level independence, self-direction, and decision-making;
- In conjunction with other Center staff assists in planning and administering all BCLT events.
- Gathers and analyzes financial and other resource data; prepares reports or analyses of operational activities, evaluation of current and proposed services, etc.
- Gathers, analyzes and maintains financial data on current programs and activities;
- Produces documents, reports, and analysis of programs as required; Functions as a resource on issues such as researching complex financial discrepancies, escalated customer service problems and vendor concerns.
- Ensures compliance with federal and state fiscal requirements and internal campus policies.
- Participates in the development and revision of the BCLT operating procedures and guidelines as required.
- Processes all invoices and reimbursements in BearBuy and researches and resolves vendor issues as required.
- Purchases all travel for faculty, invited speakers, and students and responsible for all purchasing and reimbursements;

- Consults with internal and campus-wide financial experts on best practices in financial management and purchasing;
- Collaborates with internal resource experts to properly manage reimbursements and expenditures.
- Participates in the development and revision of web content, publications, marketing and publicity materials.
- In collaboration with other Center staff, the Office Administrator develops publications, publicity materials, and correspondence for BCLT,
 - Manages the BCLT website, Facebook, Twitter LinkedIn pages, and bulletin board, developing content as necessary and creating a strategic communication plan;
- Ensures that contact databases are complete and used effectively;
- Ensures that the program's web presence is optimized;
- Ensures that web content is dynamic and current so as to attract faculty, staff, students, alumni and other constituents and serve as a resource to external organizations and partners.
- Develops publications and publicity material for alumni mailings, annual reports, and marketing purposes.
- Provides guidance to supervisors and managers in developing job descriptions, facilitating benefits communications, and providing guidance on compensation programs, personnel policies, and procedures.
- Assists the Associate Director in hiring and supervising students, interns and volunteers and manages high-level administrative activities.
- Conducts trends analyses and helps develop resulting recommendations.
- Develops and maintains a system for capturing and tracking institutional memory.

Required Qualifications

- Excellent computer skills, including proficiency with MS Office.
- Solid communication and interpersonal skills to communicate effectively and diplomatically with all levels of staff, both verbally and in writing.
- Solid organizational and time management skills and ability to multi-task with demanding timeframes.
- Ability to use discretion when dealing with sensitive information and maintain all confidentiality. Ability to pass a background check.
- Ability to use sound judgment in responding to issues and concerns.
- Ability to work independently and proactively, as well as a team member, and to establish and maintain effective working relationships.
- Customer service oriented.

Preferred Qualifications

- Working knowledge of common campus-specific and other computer application programs.
- Expertise in social media outreach.
- Graphic design skills
- Basic to intermediate knowledge of WordPress
- Basic to intermediate knowledge of Salesforce

Salary & Benefits

Hourly Salary: \$20.74 - \$26.34

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

<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.

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, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see: http://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf
For the complete University of California nondiscrimination and affirmative action policy see: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>