

Job Description

Job Title: Institute Administrator (7376U)	Job ID: 22034
Department: Berkeley Law	Location: Main Campus-Berkeley
Full/Part Time: Full-Time	Regular/Temporary: Temporary Contract

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>.

The First Review Date for this job is: 8/23/16

Departmental Overview

UC Berkeley, School of Law is one of the great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling contemporary legal challenges. 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 importance.

The Berkeley Institute for Jewish Law and Israel Studies was launched in 2011 by a 15-member faculty committee drawn from the faculties of Economics, History, Jewish Studies, Music, Political Science, and Sociology, as well as UC Berkeley Law and the Haas School of Business.

The Institutes' two initiatives – one focused on Jewish law, thought, and identity; the other on the multidisciplinary study of Israel – serve undergraduates, graduate students, and faculty by developing opportunities for research, programming, visiting scholars, colloquia and classes to strengthen academic inquiry and discourse across the Berkeley campus.

POSITION OVERVIEW:

Manage the administrative services and general operations of the Berkeley Institute for Jewish Law and Israel Studies. Administrative services include a broad range of financial, logistical, organizational, and communications support. It includes preparing content for the website and producing outreach and publicity materials such as a newsletter. It includes support for finance and business transactions and grant administration and compliance. It also includes facilities, space and event planning, and student services support. General management includes long and short range strategic planning in support of the work of the Executive Director, Director of Institutional Advancement and Faculty Director, who direct all activities of the Institute, and the multi-disciplinary faculty affiliates from across the campus.

This is a one year contract position with the possibility of extension.

Responsibilities

- Administers all Institute general operations and activities which includes: finance, budget preparation, facilities support, space planning, event support, student services, student hiring, communications, website development and management, etc. Interfaces with IT to resolve technical problems with telephones and computing resources and to purchase new equipment as needed.
- Provides grant and gift administration support to assure accuracy and compliance in managing requirements and reports to funders. Assures compliance with reporting requirements within the University including Sponsored Projects Office and other campus entities. Facilitates communication with funders and sponsors as directed by the Executive Director, Director of Institutional Advancement, and Faculty Director. Coordinates with the law school budget officer who functions as the central unit for ledger management and grants administration for units with external funding.
- Gathers and analyzes financial and other resource data; prepares reports or analyses of operational activities, evaluation of current and proposed services, etc. Functions as a resource on issues such as researching complex financial discrepancies, escalated customer service problems and vendor concerns.
- Prepares and/or assists in drafting written and visual materials.
- Creates newsletters for academics, students, sponsors and other constituents.
- Creates and maintains listservs and mailing lists by managing a contact database for the Institute.

- Serves as a web editor to prepare new content for website as well as monitoring and tracking the website to maintain accuracy and updated content. Helps design and implement communications strategies.
- Supports and coordinates meeting and event logistics to assure that room reservations, catering, materials preparation, and outreach to appropriate constituents flows smoothly.
- Coordinates certain events with the Special Projects and Event Services unit. Assures effective events including recognizing and resolving potential and actual problems in a timely manner using tact, discretion, and political acumen.
- Represent the Institute on administrative affairs to UC Berkeley law school and campus departments and student organizations.
- Conducts trends analyses and helps develop resulting recommendations to inform unit strategic plans. Participates in short and long term administrative services operations.

Required Qualifications

- Experience providing executive level support and analysis in a fast-paced changing environment.
- Ability to work under pressure with short turn-around time to effectively oversee and manage the functions and administrative processes of the center within University policies and procedures.
- Demonstrated ability to analyze, evaluate, plan, execute and manage projects. Established methods for analyzing, prioritizing, organizing, and completing detailed, complex tasks
- Working knowledge of common campus-specific and other computer application programs. Proficiency in MS Office Suite, particularly Word and Excel, with ability to easily learn new software and programs.
- Excellent communication and interpersonal skills to communicate effectively with all levels of staff, both verbally and in writing.
- Active listening, critical thinking, persuasiveness, advising and counseling skill.
- Strong skills in short term planning, analysis, problem-solving and customer service. High level of organization and attention to detail and ability to multi-task with demanding timeframes.
- Flexibility, adaptability to change, and exceptional customer service skills.
- Ability to work independently and demonstrated ability to establish and maintain effective working relationships.
- Ability to use sound judgment in responding to issues and concerns.
- Ability to work occasional evening and weekend events.
- Ability to use discretion and maintain all confidentiality.
- Ability to successfully pass a criminal background check.

Preferred Qualifications

- Familiarity with UC policies and procedures.
- Experience managing databases (e.g. CADs, Constant Contact etc.)
- Experience with web site content management (e.g. WordPress); basic newsletter design/graphics; and social media outlets.
- Experience with fundraising.
- Experience using financial or budgeting software.

Education/Training:

- Bachelor's degree in related area and/or equivalent experience/training.

Salary & Benefits

Hourly Rate Ranges: \$21.17 - \$28.74/hour (depends on experience, internal equity, etc.)

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>