

Job Description

Job Title: Program Administrator (7376U)	Job ID: 22035
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>.

Departmental Overview

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.

Building upon its history of and commitment to public service and research, Berkeley Law is home to leading environmental and energy law and policy curricular programs that provide dedicated students with a broad base of expertise in the fields. It is also home to the Center for Law, Energy & the Environment (CLEE), which leverages the expertise and creativity of the faculty, staff, and students in applied research that produces pragmatic policy solutions to critical environmental and energy challenges.

We seek a highly organized self-starter to fill the role of Program Administrator to assist in managing the full general operations of both the environmental and energy curriculum programs and CLEE. Under the direction of the Executive Director the range of CLEE, the range of administrative services includes activities in finance and human resources, communications and event planning, and may also include IT, facilities, or student services. General management includes long and short range strategic event planning and directing all activities of multi-disciplinary departments through subordinate management staff.

This is a terrific opportunity to join a dynamic team and work with faculty, staff, and students in support of the leading environmental law and energy law programs and of the ongoing research and initiatives of CLEE.

POSITION OVERVIEW:

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. Tasks vary in scope and complexity, but require high-level independence, self-direction, and decision-making.

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

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. Tasks vary in scope and complexity, but require high-level independence, self-direction, and decision-making.

- Reporting to the Executive Director of CLEE, the Program Administrator is responsible for the day-to-day coordination and administration of the environmental and energy curriculum and research programs.
- The Program Administrator 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 and event needs; and provides other administrative support for the curricular and research programs.
- In conjunction with other staff and faculty, assists in planning and budgeting, coordinating, and administering all energy and environmental law activities and

events, both internal at Berkeley Law and external for practitioners and alumni.

- As relevant, serves as a resource for students for forms and other information related to courses, certificate programs, and other.

Gather, maintain, and analyze financial and other resource data; prepares reports or analyses of operational activities, evaluation of current and proposed services, etc.

- Develops and maintains budget for ongoing activities and final reports on completed ones.
- Produces documents, reports, and analysis of programs as required.
- Keeps databases up-to-date with contact, financial, and other data.

Processes all financial transactions and functions as a resource on issues such as escalated customer service programs, complex financial discrepancies, and vendors.

- Ensures compliance with federal and state fiscal requirements and internal campus policies, and makes recommendations to maintain compliance as necessary.
- Participates in the development and revision of CLEE's operating procedures and guidelines as relevant.
- Processes business transactions including all invoices and reimbursements in BearBuy, and researches and resolves vendor issues as required.
- Purchases travel for faculty, invited speakers, and students.
- Purchases/reimburses for supplies and other items.
- Collaborates with internal and campus-wide financial experts on best practices and to properly manage reimbursements and expenditures.

Participates in the development and revision of materials for online, print, and other distribution, including web content, print publications, and marketing, publicity and other outreach materials.

- In collaboration with staff and faculty, develops publications, publicity materials, and correspondence for the Center and the programs, for use in alumni mailings, annual reports, marketing purposes, and other.
- Manages the CLEE and curricular program sections of the website and social media accounts (Facebook, Twitter, LinkedIn, etc.), developing content as necessary and maintaining a strategic digital communication plan.
- Ensures that contact databases are kept up to date and used effectively.

- Ensures that the program's web presence is optimized, and that web content is dynamic and current.

Serves as a liaison with Human Resources and assists the Executive Director and others in hiring and supervising students, interns, and volunteers

Develops and maintains a system for capturing and tracking institutional memory.

Required Qualifications

- Knowledge of a variety of administrative operations activities such as events planning, fundraising processes, website management, and accounting.
- Working knowledge of common campus-specific and other computer application programs.
- Solid communication and interpersonal skills to communicate effectively with diverse audiences, both verbally and in writing.
- Strong skills in short-and long-term planning, analysis and problem solving and customer service.
- Solid organizational skills and ability to multi-task with demanding timeframes.
- Ability to be a self-starter, to take initiative and work independently as well as on a team.
- Ability to think creatively to solve problems and develop solutions.
- Ability to use discretion and maintain all confidentiality.
- Ability to use sound judgment in responding to issues and concerns.
- Ability to attend occasional evening or weekend events.
- Ability to successfully pass a criminal background check.

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>