

Job Description

Job Title: Program Assistant III (4722C)	Job ID: 21758
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>.

The First Review Date for this job is:

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.

Berkeley Law offers a program of graduate study in law and society, leading to the Ph.D. degree in Jurisprudence and Social Policy (JSP), a research center, the Center for the Study of Law and Society and an Undergraduate Legal Studies major in the same administrative unit. These units are located in 2240 Piedmont Avenue and share administration and operational support services.

Position Overview

The purpose of this position is to provide direct administrative support to the three units. Assignments are received from a variety of sources and performed independently and with minimal oversight from the Programs Manager. In addition, this position may assume a variety of related duties in a small office that must adjust to various pressures of the academic year. The three units support over 40 full time faculty, emeriti, and lecturers, approximately 55 graduate students, 240 undergraduate majors, and over 35 visiting scholars, researchers, and visitors.

The Program Assistant is responsible for the support of three units working under the guidance of the Programs Manager. The Program Assistant is expected to work independently to perform job duties and identify problems, gather and analyze data and information, propose and implement solutions. The Program Assistant receives work assignments and direction from faculty, the Center Director and Executive Director, the JSP Associate Dean, the Legal Studies Director and the Programs Manager.

Responsibilities

Administrative Support:

- Serve as Department Receptionist for JSP/CSLS/LS providing high-quality, responsive, day-to-day office support for all three units
- Manage outgoing and incoming mail and shipments (USPS, FedEx, UPS)
- Coordinate services for visitors as needed Acts as key controller for JSP/CSLS/LS (2240 Piedmont) in coordination with Berkeley Law
- Manage equipment including inventory and log records, service and repair orders, and warranties for copy machines, printers and AV equipment
- Coordinate facility service orders with other campus units
- Schedule conference rooms and AV equipment for classes, seminars and meetings
- Maintain office supply inventory
- Draft correspondence and schedule appointments, as required. Act as liaison between students and professors, as necessary. Schedule meetings, reserve rooms, and prepare and distribute materials for meetings.
- Arrange travel accommodations including air, hotel, and ground transportation. Develop a log to track travel transactions. May also be required to collect and assemble travel documentations, and obtain authorizations when needed.
- Act as departmental BearBuy expert. Collect and log packing slips when deliveries arrive.

Events Coordination:

- Assist with event planning as required; communicate with speakers regarding event logistics; collaborate with staff, Building Services and Media Services staff as necessary; arrange catering services; coordinate with graphic artist and printer to develop conference materials; market conferences, workshops and speaker events; facilitate payment and/or reimbursement of hotel and/or vendors; prepare thank-you letters for speakers, and assorted follow-up tasks.
- Provides orientation for new/visiting faculty and GSIs on Program, College, and University policies, procedures and resources. Assists with Legal Studies

Commencement Ceremony. Other duties as assigned.

- Coordinates Center's weekly Speaker Series organization and implementation, including scheduling, facilitating travel, hotel, event publicity, including events co-sponsored with other relevant units within the law school and campus.
- Coordinates Conference and Seminar planning, organization and implementation, and provides support to the Visiting Scholars Program and the BELS Fellowship program.
- Maintains and develops content for CSLS display cabinet in Boalt Hall and manages email listservs and mailing lists including CSLS faculty affiliates, Visiting Scholars, event announcements, and others.
- Assists with special projects and events when needed

Teaching Support:

- Oversee undergraduate class scheduling, room changes, room reservations. Research, locate, organize, and prepare teaching materials for faculty, determine quantity and coordinate production of class readers and/or other class materials with outside vendor as necessary. Proactively track and monitor readers and other class materials and resolve any production delays. Distribute materials as required. Ordering of desk copies for instructors and arranging for reserve materials with the library.
- Uses Telebears, Online Schedule of Classes, COURSE and Class Scheduling systems. Prepares, distributes and collects course evaluations, computes average evaluation, and composes summaries for all courses, maintains paper and electronic (pdf) files of course evaluations.
- Collects and maintains file of final exams.
- Input and edit complex legal research documents, bibliographies, outlines, class materials, correspondence, and exams from handwritten, dictated, typed, or recorded sources. Create indexes, table of contents, spreadsheets, and PowerPoint presentations as requested by faculty. Prepare judicial clerkship letters in accordance with Law School policies and procedures. Ensure that final documents are spell-checked and proofread for grammar, punctuation, sentence structure, and formatting. Archive and delete documents per campus policy.

Communications:

- Manage web content; collects, proofs content, and enters new copy into unit websites and acts as web lead.

Required Qualifications

- Three or more year's professional experience in related area and/or equivalent combination of experience and training.
- Broad knowledge and experience working in a fast-paced office environment providing executive level administrative support.
- Excellent communication skills, both written and verbal and the ability to display active listening skills to effectively understand the needs and concerns of others.
- Excellent interpersonal and customer skills for working with diverse groups of students, faculty and staff as well as legal professionals.

- Ability to work independently as well as in a team environment to establish and maintain effective working relationships.
- Excellent organizational and time management skills, including demonstrated strong attention to detail, ability to prioritize, exercise initiative, perseverance and sound judgment while effectively executing numerous projects in a high-pressure, fast-paced environment.
- Ability to initiate and follow through on projects to completion in a timely manner.
- Excellent analytical and creative problem solving skills and the ability to independently research and resolve complex problems and discrepancies, while using sound judgment and staying within policies.
- Ability to effectively deal with ambiguity and adapt to changing priorities, policies and technology, and possess the initiative to learn new methods and procedures to accommodate and institute these changes.
- Excellent computer skills and proficiency with MS Office Suite and the ability to quickly learn and use new software programs. Ability to master online campus systems and learn other computing systems as needed. Familiarity with web editing software, particularly WordPress is preferred.
- Ability to treat sensitive matters with discretion and tact, and to maintain strict confidentiality. Ability to successfully pass a background check and complete campus FERPA training.

Salary & Benefits

Hourly salary: \$21.49/hour to \$24.10/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.

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.

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>

