Job Description

<table>
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<tr>
<th>Job Title: Executive Assistant, Dean’s Office (7384U)</th>
<th>Job ID: 22764</th>
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<tr>
<td>Department: Berkeley Law</td>
<td>Location: Main Campus-Berkeley</td>
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<tr>
<td>Full/Part Time: Full-time</td>
<td>Regular/Temporary: Temporary / Contract</td>
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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.

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.
The purpose of this position is to provide executive level support to the Dean of Berkeley Law School. Position will also be responsible for providing leadership to manage effective systems and protocols within the Dean’s office under the supervision of the Chief of Staff. The position will manage the Dean’s calendar, conducting research in order to prepare briefing materials, coordinating travel, managing the Dean’s tasks, coordinating confidential and sensitive communications among law school units and central campus administration. This position works closely with several Law School units including alumni and development, operations, human resources and academic personnel. This position assists the Dean with special projects as needed. This position will also facilitate activities and appointments between the Dean and the Chief of Staff and the Dean’s Office in general.

This is a 6-month contract with possibility of extension.

Responsibilities

- 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.
- Provides administrative and technical assistance on a wide range of special projects as assigned by Dean and Chief of Staff.
- 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.
- 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.
• 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.
• Functions as a resource to lower level staff; provides coaching and training to ensure situations and issues are appropriately managed as well as forwarded to appropriate staff members for resolution.

**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 timeframes.
• 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.

**Preferred Qualifications**

• Project management training preferred but not required.

**Education/Training**

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

**Salary & Benefits**

The annual salary range for this position is $48,700 - $60,000.

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.

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