Executive Assistant & Office Manager, AVC of RSSP (4702C) 86351

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Type: Full-Time
Salary: $78,930.91 - $96,212.53 per year
Posted: 25 days ago
Category: Executive Assistants

Executive Assistant & Office Manager, AVC of RSSP (4702C) 86351About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our Guiding Values and Principles, Principles of Community, and Strategic Plan.

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for supportive colleague communities via numerous employee resource groups (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can grow your career at UC Berkeley.

Departmental Overview

Residential and Student Services Programs (RSSP) is part of the Division of Student Affairs under the direction of the Associate Vice Chancellor of RSSP. RSSP provides residential student housing, family housing, facilities services, dining services for undergraduate and graduate students and their families, as well as child care services for students, faculty, and staff. RSSP also provides card access services, conducts a year-round conference business, operates seven campus restaurants, and manages several faculty apartments.

Application Review Date

The First Review Date for this job is June 2, 2026

Responsibilities

Executive Support for the Associate Vice Chancellor and other members of her leadership team: Understands and prioritizes issues by urgency and allocates calendar time accordingly. Works with appropriate staff members to resolve issues and answer operational and policy questions raised by staff, faculty, students, and external constituents. Makes high-level contacts of a sensitive nature, internally and externally, requiring discretion, diplomacy, and business acumen. Acts as a confidant to RSSP leadership on various staff-related issues and advises on campus protocol and processes. Drafts confidential and routine correspondence on behalf of the RSSP leadership team; this may include campus-wide announcements, division-related documentation, and correspondence to varying constituencies.

Team Support and Supervision: Serves as the senior "Administrative Support Professional" in RSSP; establishes effective working relationships and communications with other administrative assistants. Directs the daily administrative operations for the Associate Vice Chancellor's office. Hires and manages the student assistant team. Develops and implements efficient, effective systems for managing information, projects, and communications to ensure accurate, timely responses. Attends and manages the agendas for RSSP senior staff meetings, professional development days, and RSSP Leadership Team meetings. Convenes and leads RSSP's Social Justice Action Team.

Special Projects: Organizes ad hoc working groups on a broad range of issues. Researches, analyzes, summarizes, and reports on current and best practices. Provides background information, talking points, and briefing materials for RSSP leaders.

Event planning: In collaboration with the Berkeley Event Services Team, coordinates all large-scale/high-profile events for RSSP, including but not limited to Service Award celebrations and housing project grand openings.

Required Qualifications

- Minimum of five years (and/or equivalent transferable skills and knowledge) of comparable executive administrative and project support work experience; preferably in a college or university setting.
- Demonstrated ability to work in a student-centered office that advances UC Berkeley's mission as a premier public institution and to support and contribute to a diverse and inclusive campus community.
- Willingness to model, advocate, and serve as a steward for the University's values, mission, and resources.
- Familiarity with campus processes, protocols, and procedures. Knowledge of federal regulations such as FERPA.
- Thorough knowledge and high-level proficiency with common desktop applications and productivity tools, including AI; higher education campus-specific programs preferred.
- High political acumen and sensitivity to differing perspectives and political circumstances at all levels of the campus and with external constituencies (e.g., offices of appointed officials)
- Ability to handle and treat confidential material and conversation in a highly professional and discreet manner at all times.
- Strong organizational skills and service orientation; ability to provide timely professional service to a broad range of constituents in a complex office environment; flexibility and agility to respond to requests requiring immediate attention
- Ability to communicate effectively with all levels of staff, faculty, alumni/donors, students, and external constituencies, both verbally and in writing
- Proven track record of using influencing, analytical, and problem-solving skills to move projects through to timely completion
- High school diploma and/or equivalent experience/training.

Preferred Qualifications

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

Salary & Benefits

This is a full-time career position. This position may be eligible for a hybrid work arrangement of up to 20% within the United States. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs and are subject to change.

This position is eligible for full UC benefits. For information on the comprehensive benefits package offered by the University, please visit the University of California's Compensation & Benefits website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary range that the University reasonably expects to pay for this position is $78,930.91 - $96,212.53 annually (steps 1-11).

Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html

This is not a visa opportunity. This position does not include sponsorship of a new consular H-1B visa petition that would require payment of the $100,000 supplemental fee.

How to Apply

To apply, please submit your resume and cover letter.

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.

Misconduct Disclosure

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

UC Sexual Violence and Sexual Harassment Policy
UC Anti-Discrimination Policy
Abusive Conduct in the Workplace

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&JobOpeningId=86351&PostingSeq=1&SiteId=21&languageCd=ENG&FOCUS=Applicant

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