

Title: Office Manager, Graduate Assembly Business Office

Description:

Overview of Position

As the Graduate Assembly Business Office Manager, you lead the day to day operations of the Graduate Assembly Business Office. The Business Office is affiliated with the ASUC Student Union within the Division of Student Affairs. The office is a key operational support structure to the Graduate Assembly (GA), UC Berkeley's graduate student government. You will work closely with the Assistant Director of Student Governance Programming & Advising to oversee the Business Office staff, coordinate staffing schedules, and carry out essential administrative and customer service operations to build stronger systems of support for UC Berkeley graduate students while fostering a vibrant, equitable, diverse, and inclusive graduate student community.

Work Environment

You will work with 5 other student colleagues as part of the Business Office team. Each Business Office Staff member will be connected to a Graduate Assembly Executive Board Member. This role will interact regularly with a number of Executives, such as the Internal Vice President during Business Office Operations meetings alongside the Assistant Director and Director of Student Governance and Program Advising (SGPA). For reporting purposes, you will be supervised by the Assistant Director for Student Governance and Program Advising (GA).

The GA Business Office is located in one of the central hubs for student life on campus, Eshleman Hall, on the 4th floor inside the GA suite 444. The GA Business Office is an environment that facilitates regular team meetings, meetings with GA Officials and graduate student community members, and semester gatherings regularly incorporate staff input, leadership development and skill-building opportunities.

Your work day will involve a number of important skills and tasks, such as:

Graduate Assembly Business Office front desk support:

- Provide customer service to graduate students and referrals while covering weekly shifts at the front desk.
- Answer general questions about the GA through emails and in a timely fashion throughout your shifts.

- Support maintenance and upkeep of GA Office, particularly during opening and closing shifts, oversee opening and closing the GA Office when on those shifts, and maintain space cleanliness.
- Stay informed about GA programs, operations and funding updates.
- Build knowledge of all Business Office operations and be prepared to fill in for any front office position, as needed.
- Attendance at monthly GA Delegates Meeting every first Thursday of the month, Business Office bi-weekly meetings, and other events as directed.
- As available, attend GA Committee meetings to take minutes.
- Perform additional administrative duties as needed by the SGPA Assistant Director or Director to support Graduate Assembly operations.

Tasks specific to the Business Office Manager role:

- Supervise Business Office staff in collaboration with the SGPA Assistant Director and Director.
- Plan and lead Business Office bi-weekly staff meetings
- Assist Assistant Director in planning other gatherings, such as retreats or community-building events.
- Oversee the monthly stipend tracking process for Graduate Assembly stipend staff.
- Collaborate with the SGPA Assistant Director and/or Director to recruit, hire, and onboard new Business Office staff.
- Assist the SGPA Assistant Director with GA Account oversight (paying invoices, maintaining records, etc.).
- Coordinate Business Office staff work schedules and shift changes.
- Assist the SGPA Assistant Director with timecard approval, reminding Office staff to submit timesheets in a timely and accurate manner.
- Inform GA staff of changes in operations, policies, and procedures as needed via the GA Internal Affairs Vice President (IVP).
- Support with processing Callink Purchase Requests/Stipends as a Stage 2 Agent, space reservation requests, and locker allocations.
- Assisting IVP with monthly Delegate Assembly Meeting set up (setting up AV equipment, zoom technology, catering setup and clean up, verifying GABO staff attendance, etc.).
- Maintain office culture with seasonal decorations and updating staff photos.
- Maintain work space's technology (i.e. monitors, chargers, laptops, etc.) with assistance from Technology Assistant.
- Perform a monthly office restock of snacks, drinks, and office supplies

- Ability to budget allocated funds for office maintenance, supplies, and team meeting meals as needed.
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Minimum Qualifications

- A UC Berkeley undergraduate or graduate student.
- Ability to prioritize and meet deadlines.
- Microsoft Office experience (Excel, Word, etc.)
- Google Suite experience (Docs, Sheets, etc.)
- Highly organized, punctual and effective time management techniques.
- Exceptional written and verbal communication skills, including ability to use diplomacy and discretion when necessary.
- Commitment to diversity, equity, inclusion, belonging and justice work, particularly in the context of uplifting graduate student voices.
- Proactive, team-oriented, and detail-oriented.
- Able to work 15 hours per week.
- Leadership experience, especially peer leadership
- Presentation Skills
- Exceptional customer service and professional relationship building skills, prioritizing a welcoming and collaborative environment for student staff and graduate students at large

This is a Student Assistant 3 position via the Division of Student Affairs' Student Union. Federal Work-Study applicants are strongly encouraged to apply. We are an equal opportunity employer.

Two-year commitment preferred, 1 year minimum requirement.

Please apply by uploading your resume to Handshake. Any questions? Email genp371@berkeley.edu or officemanager-ga@berkeley.edu

Handshake Job Number: