

Team Lead, Faculty Support Unit (4722C), Berkeley Law -
81633
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263687>

Downloaded On: Oct. 10, 2025 12:40am

Posted Oct. 9, 2025, set to expire Jun. 30, 2026

Job Title	Team Lead, Faculty Support Unit (4722C), Berkeley Law - 81633
Department	Berkeley Law
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 9, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Law - General
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Job Description

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About 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.

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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

The Faculty Support Unit (FSU) administrative expert provides comprehensive support to Law School faculty for teaching, research, and pro bono activities.

Position Summary

As a Team Lead, this position works closely with the Faculty Support Unit manager to assist in balancing assignments across the team and recruiting and training part- and full-time colleagues. The Team Lead plays a key role in training and organizing assignments for student assistants. This position provides administrative assistance to multiple law professors; performs a broad range of administrative responsibilities which include: legal word processing; editing, research; special events coordination; course material compilation and preparation; financial and budget administration; exam administration and proctoring; and training and development. Establish methods for analyzing, prioritizing, organizing, and completing detailed, complex administrative tasks. Conduct research and provide analyses and solutions to recurring or unusual administrative problems. Apply extensive knowledge of University administrative policies and procedures in addition to principles and practices of the legal field.

Application Review Date

The First Review Date for this job is: 10/20/2025.

Responsibilities

Serves as Team Lead for the Faculty Support Unit (FSU) at Berkeley Law:

- Assist with shifting work schedules and balance workflow between assistants for optimum service

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delivery to faculty.

- Provide assistance and information to team members about processes and resources to perform faculty assistant assignments.
- Ensure communication processes exist for Faculty Assistants to receive and distribute information necessary for their understanding of the school and their roles.
- Support management with the assignment of faculty to Faculty Assistants as needed.
- Assist in recruiting new full-time staff by participating in the hiring committee.
- Assist in onboarding new full-time staff.

Coordinate Student Assistants:

- Participate in recruiting part-time student assistants
- Aid in training student assistants
- Help to distribute tasks to student assistants to and help student assistants prioritize tasks and correctly allocate their time

Fiscal and Budget Administration:

- Track and monitor one or more funds and/or complex contracts and grants utilizing multiple funding sources, as required.
- On behalf of faculty, may arrange travel and compile information and receipts for reimbursements - including travel, meals, special orders, etc. - in accordance with Law School and campus policies and procedures.
- Coordinate with Business Office staff to complete complex and/or high-volume purchasing activities using University and/or departmental protocol.
- Research and respond to needs for supplies and specialized equipment.
- Select vendors and/or substitute vendors and determine acceptable pricing as required.

Special Event Coordination:

- Plan events as required; communicate with speakers regarding event logistics and/or exhibitors when applicable; 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 the conference; facilitate payment and/or reimbursement of hotel and/or vendors; prepare thank-you letters for speakers, and assorted follow-up tasks.
- 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.

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Course Material Compilation and Preparation:

- Research, locate, organize, and prepare legal teaching materials for faculty.
- Organize and update course websites. Ensure online materials meet accessibility standards.
- Distribute materials as required.

Legal/Factual Research and Summary Projects:

- Perform directed legal research, either in Law Library or using on-line legal research services (LexisNexis, Westlaw or other), for faculty teaching, research, and publication.
- Perform literature, title, and author search and cite checking.
- Ensure conformity with Uniform System of Citation as applicable.
- Prepare summary factual information as required using Excel or related software.

Word Processing, Editing, and Document Creation:

- Input and edit complex legal research documents, bibliographies, outlines, class materials, correspondence, and exams from handwritten, dictated, typed, or recorded sources.
- Prepare documents in accordance with the author, Law School, or publisher's format.
- 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.
- Prepare complex mail merges to produce form letters, envelopes and mailing labels.
- Ensure that final documents are spell-checked and proofread for grammar, punctuation, sentence structure, and formatting.

Exam Administration and Proctoring:

- Prepare exam materials and maintain confidentiality of content.
- Proctor exams in accordance with Law School policies.
- Assist assigned faculty in entering student grades online in adherence to FERPA laws.

Training and Development:

- Engages in professional development and training opportunities as needed.
- Attend FSU meetings to stay informed and provide high level customer service and information to faculty.
- Proficiently use Microsoft Word, Excel, PowerPoint, Adobe Acrobat, and the Google productivity

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suite to complete work and maintain proficiency with software version updates.

- Enroll, attend, and participate in employee development and staff training workshops, conferences, courses, forums, etc., to gain new knowledge, skills, and understanding as well as to broaden own technical expertise.
- Assist in recruitment, hiring, and training of new employees.
- Support other members of FSU and unassigned faculty as necessary.
- Perform other duties within the scope of this classification as assigned.

Required Qualifications

- Minimum of 1-year administrative work experience in a fast-paced environment.
- Minimum of 1-year experience in directing office/administrative workflow.
- Broad knowledge of office environments and executive administrative support needs with the ability to provide accurate executive level support in a fast-paced environment.
- Excellent oral and written communication skills.
- Demonstrated ability to work effectively and collaborate with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Demonstrated commitment to fostering an inclusive and supportive environment that promotes collaboration and mutual respect among all members of the UC Berkeley community and its stakeholders.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds.
- Excellent computer skills with the ability to quickly learn to use new software and campus specific systems.
- Must either be proficient, or be able to become proficient very quickly, using the Microsoft Office suite and the Google productivity suite.
- 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.
- Excellent analytical skills and the ability to resolve complex problems and discrepancies creatively, while staying within policies.
- Ability to work independently as well as in a team environment and establish and maintain effective working relationships.
- Ability to treat sensitive matters with discretion and tact, to maintain confidentiality, and adhere to FERPA regulations.
- High school diploma and/or equivalent experience/training.

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Preferred Qualifications

- The ability to be forward thinking and anticipate problems and solutions.
- Knowledge and experience working with high level executives and/or practicing lawyers.
- Knowledge of basic legal terminology through experience in legal settings or in legal studies.
- Experience with and/or ability to learn University of California campus specific software and systems.

Salary & 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 hourly range that the University reasonably expects to pay for this position

- This is a full-time (40 hours/week), career position that is eligible for UC Benefits.
- This is a non-exempt, biweekly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

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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 is eligible for up to 20% hybrid work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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.

SB 791 and AB 810 Misconduct Disclosure Requirement: 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](#)

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[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_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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