

Assistant Director, Alumni Engagement Initiatives
(6299U), Haas School of Business
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=132999>

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Job Title	Assistant Director, Alumni Engagement Initiatives (6299U), Haas School of Business
Department	Haas School of Business
Institution	University of California Berkeley Berkeley, California
Date Posted	Nov. 5, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Alumni Relations
Apply Online Here	https://apptrkr.com/1695828

Apply By Email

Job Description

Assistant Director, Alumni Engagement Initiatives (6299U), Haas School of Business
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 acceptanceacademic and artistic, political and culturalmake 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

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[url=https://apptrkr.com/get_redirect.php?id=1695828&targetURL=http://jobs.berkeley.edu/why-berkeley.html]http://jobs.berkeley.edu/why-berkeley.html.

Application Review Date

The First Review Date for this job is: November 15, 2019

Departmental Overview

UC Berkeley's Haas School of Business offers a unique opportunity to champion new ideas, collaborate across boundaries, and continually learn in a workplace committed to increasing diversity and creating a welcoming environment for all.

Our distinctive culture is captured within our four Defining Leadership Principles: Question the Status Quo, Confidence Without Attitude, Students Always, and Beyond Yourself. These principles distinguish Berkeley Haas as a unique environment, conducive to teamwork, collaboration, and career growth.

For more information about the Haas School of Business visit:

[url=https://apptrkr.com/get_redirect.php?id=1695828&targetURL=https://haas.berkeley.edu/about/]https://haas.berkeley.edu/about/

Responsibilities

- * Develops and implements programs, events and/or communication strategies designed to inform external constituencies of institutional programs, activities, policies, and practices; constituencies may include the general public, prospective students, parents, donors, campus visitors, government and/or community representatives.
- * In coordination with the Associate Director, Lifelong Learning Strategy and in partnership with the Senior Assistant Dean of Instruction, participating faculty, program offices, Haas Technology Solutions, and participating alumni, implements the Alumni Audit Program. Includes managing all segmented email communications and customer service with local alumni as well as exploring and implementing all program growth and expansion.
- * Manage Reunion promotion and communications on behalf of volunteer committees and in the instance of non-host class socials or other special needs related to Reunion Weekend.
- * Partners on aspects of the corporate relations strategy to increase alumni engagement, including implementing the annual corporate communications project.
- * Supports the coordination of alumni involvement in short- and long-term volunteer roles working in close partnership with the Director of Alumni Engagement and other Haas units including the program offices, MBA Career Management Group, faculty, research centers and institutes.

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- * Supports ad hoc communications in service to our constituents on benefits of our partnering units (MBA Career Management Group, Executive Education.)
- * May research various topics and gather relevant data to inform unit strategic plans, keeping management informed as necessary and providing input as required.
- * Oversees the collection of faculty engagement data and preferences to inform strategic priorities, programmatic decisions, and support the delivery of educational events.
- * Works in close partnership with the faculty offices, Marketing & Communications, and Berkeley Executive Education. Analyzes and disseminates relevant data on behalf of the unit and other campus partners.
- * Researches and disseminates career and industry resources to segmented constituencies, liaising with the MBA Career Management Group, Cal Career Center, SkyDeck and Berkeley Executive Education.
- * Liaises with Haas Technology Solutions, University Development & Alumni Relations and Cal Alumni Association to troubleshoot complex, technical services.
- * Adopts and champions technical efficiencies to promote accurate engagement tracking and reporting.
- * Maintains, collaborates, and deploys, as needed, tools to further information and data sharing.
- * Supports data collection and integrity working in partnership with advancement colleagues.
- * Responds to constituent inquiries.
- * Manage inbound requests and inquiries from campus partners and stakeholders seeking information on constituents.
- * Work in close partnership with Advancement Services and University Development & Alumni Relations to fulfill list requests.
- * Responds daily to constituent inquiries, questions and requests regarding CalNet, MBA CareerNet, [[@cal](https://apptrkr.com/get_redirect.php?id=1695828&targetURL=mailto:@cal)], email forwarding, and LinkedIn.
- * Approves alumni requests for BerkeleyHaas Alumni LinkedIn group.
- * Demonstrates proficiency in these tools and services.
- * Answers daily requests via the Alumni Relations general phone line and [[alumni@haas.berkeley.edu](https://apptrkr.com/get_redirect.php?id=1695828&targetURL=mailto:alumni@haas.berkeley.edu)]
- * Records and tracks all relevant engagement in Cal Advancement Data System (CADS).
- * Professional Development.

Required Qualifications

- * Thorough knowledge of basic concepts, principles, and procedures of building and maintaining effective relations with internal and external constituencies, including diverse constituents.
- * Demonstrated ability to foster diversity, inclusion and cultural awareness.
- * Thorough written, verbal and interpersonal communications, tact and political acumen to effectively

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represent the campus.

- * Thorough research, analytical and critical thinking skills, including sound judgment and decision-making skills and skill to correctly identifying real and potential problems, advising management as required, and proposing effective strategic resolutions.
- * Skill in project management, including planning timelines and meeting deadlines.
- * Demonstrated ability to learn and optimize software platforms and technical solutions.
- * Skill in engaging with diverse constituents.

Education/Training:

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

Preferred Qualifications

- * Knowledge of the campus and the Haas School, its mission, goals, objectives, programs, achievements, infrastructure and issues of concern.

Salary & Benefits

This is an exempt, monthly paid position. Annual salary is commensurate with experience up to \$80,400.00.

For information on the comprehensive benefits package offered by the University visit:

[url=https://apptrkr.com/get_redirect.php?id=1695828&targetURL=http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]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



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[url=https://apptrkr.com/get_redirect.php?id=1695828&targetURL=http://www.eeoc.gov/employers/upload/pos

For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get_redirect.php?id=1695828&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1695828]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H

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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