

Cal Bridge Events Manager (6292U) - Physical Science,  
Dean's Office  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=207414>

Downloaded On: Jun. 1, 2023 12:36am

Posted Mar. 17, 2023, set to expire Jul. 1, 2023

<b>Job Title</b>	Cal Bridge Events Manager (6292U) - Physical Science, Dean's Office
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Mar. 17, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Educational Services Administrative Support/Services
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**Job Description**

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and 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 staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](http://grow.berkeley.edu).

### Departmental Overview

With a full-time faculty of about 160, the Division of Mathematical & Physical Sciences seeks to expand our physical and mathematical understanding of the universe, from its microscopic substructure to its largest structures, from our own Earth to the edge of the universe and the beginning of time. The language used is mathematical. Discovery and understanding advance by the interplay between theory and experiment or observation. The Mathematical & Physical Sciences Division is a national leader in addressing the persistent problem of underrepresentation in the sciences in the U.S. Berkeley enrolls and graduates more underrepresented minorities with Ph.D.'s in the sciences, mathematics, and engineering than any other university. Our staff is available to assist undergraduates and graduate students, as well as prospective students.

Cal-Bridge is a state-funded initiative to increase the participation of underrepresented groups in STEM doctoral education and professional careers, particularly the professoriate. The Cal-Bridge network is a

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grass-roots collaboration of over 200 faculty from all nine general purpose UC campuses, 22 CSU campuses, and numerous California Community Colleges. Cal-Bridge currently operates in three disciplinary areas: Physics & Astronomy, Computer Science, and Mathematics, and hopes to incorporate two more disciplines within the next few years. The Cal-Bridge program operates at a scale large enough to make an impact on the participation of these groups on a national scale.

Several events, ranging in size, are held through state each year to support the educational advancement of Cal-Bridge participants, develop and support a sense of community among all involved in Cal-Bridge, highlight achievements of the Cal-Bridge community, and engage stakeholders. The Cal-Bridge Events Manager position was created to implement and manage these events in coordination with the Cal-Bridge leadership.

***\*\*This is a 1-year contract appointment with the possibility of extension and/or conversion to career.\*\****

Application Review Date

The First Review Date for this job is: March 30, 2023 - Open Until Filled

Responsibilities

**35%** Plans, implements, and manages medium to moderately complex events, each involving different groups of participants, guests, and speakers from multiple sources-- primarily from the California State Universities, California Community Colleges, other UC campuses, other universities, private sector interests, alumni, government officials, and actual or interested sponsors or donors identified by the advancement or development office, government relations office, Cal-Bridge leadership, or supervisor.

**15%** Consults with supervisor, Cal-Bridge leadership, and, when needed, colleagues and working groups, on all details regarding events and event planning. Develops and presents reports on events and annual reports to supervisor and Cal-Bridge leadership.

Prepares information about events needed for reports to the funders, including the California Legislature and the University of California Office of the President, at the request of supervisor and Cal-Bridge leaders.

**10%** Plans, organizes, and identifies real and potential event locations and vendors for 6 or more events of 50-300 people at venues throughout the state of California, primarily UC or CSU campuses. Responsible for troubleshooting and resolving logistical problems related to implementation of events.

**10%**

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Coordinates with appropriate Cal-Bridge staff and faculty leaders in developing and implementing plans for all events. Collaborates with partners to avoid or resolve potential duplication of programming for events attended by the same participants statewide.

**5%**Determines and coordinates staffing and student, faculty, and staff volunteer needs for each event. Works with local Cal-bridge leaders at each of the local sites where events are held, as well as the staff at the Cal-Bridge headquarters at UC and CSU to coordinate event plans and manage the events when they take place.

**5%** Develops and coordinates guest and participant lists, including developing and maintaining data bases of student participants from the 9 UC campuses and the participating CSU campuses, potential and invited speakers and workshop leaders who might be legislators, faculty, administrators from the UC Office of the President or the CSU Chancellor's Office, leading scholars or practitioners nationally. Designs and implements system to track responses to invitations for each of the cal-Bridge events, send out reminders and other required guidance and information to participants, guests, and leadership of Cal-Bridge. Coordinates and arranges travel, lodging, meals.

**5%**Develops and implements event budgets, in coordination with Cal-Bridge leaders. Ensures timely payment of invoices for vendors and facilities, and reimbursement of expenses for participants, guests, speakers and leaders who are involved in the events.

**5%**Contributes to and participates in long-range event planning and evaluative processes. Designs, implements, utilizes evaluations, reports from prior events, and input from Cal-Bridge leadership and participants as a guide.

**5%**Ensures smooth-running, effective events, including successfully recognizing and resolving potential and real problems in a timely manner using tact, sensitivity, discretion and political acumen.

**5%**Mentors and oversees the work of less experienced events staff, including other CalBridge staff, and volunteer faculty and students.

#### Required Qualifications

- Thorough knowledge and understanding of concepts, principles and practices of event planning and public relations, including event design, organization and production.
- Demonstrates good judgment in making decisions and managing events.
- Skill in effectively meeting budget and time constraints.
- Demonstrated organizational and project management skills to work successfully with

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participants and Cal-Bridge leaders to produce high quality events that meet participant needs and appropriately represent Cal-Bridge and the campus.

- Highly developed interpersonal communication skills including political acumen and social perceptiveness.
- Excellent verbal and written communication skills to effectively communicate with diverse populations with competing priorities.
- Highly developed judgment, decision-making and problem recognition / avoidance / resolution skills, including skill in determining those issues / problems that need to be brought to management's attention.
- Knowledge of principles and practices of volunteer recruitment, supervision, motivation and evaluation.
- Proven ability to work on several tasks simultaneously.
- Skill at responding effectively to priorities and setting deadlines.
- Experience maintaining a high standard of productivity within a broad scope of responsibility despite frequent interruptions.
- Ability to complete a large volume of diverse tasks efficiently, meeting established deadlines.
- Ability to effectively interface with invited guests, donors, government officials and university VIPs.
- Knowledge of crowd management, crowd safety protocols, security and emergency procedures related to small, medium and large scale gatherings.
- Ability to give clear directives and use independent, rational judgment to make optimal decisions.
- Knowledge and skill to set and monitor work standards and protocols.

#### Preferred Qualifications

- Thorough knowledge of both the campus and Cal-Bridge's vision, mission, programs, policies, achievements and infrastructure.
- Knowledge of University policies and procedures relating to the use of University facilities, event management and presentation.

#### 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



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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 or hourly range that the University reasonably expects to pay for this position is \$75,000 to \$93,000 annually. This 100% FTE contract appointment is eligible for full benefits.

#### Driving Required

A valid driver's license and DMV check for driving record is required.

#### 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, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.



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### 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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