

Events Specialist 2 (6291U), Middle Eastern Studies -  
68616  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=236944>

Downloaded On: Jun. 29, 2024 6:22pm

Posted Jun. 3, 2024, set to expire Jun. 30, 2024

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| <b>Job Title</b>            | Events Specialist 2 (6291U), Middle Eastern Studies - 68616                                    |
| <b>Department</b>           | Center for Middle Eastern Studies  |
| <b>Institution</b>          | University of California, Berkeley<br>Berkeley, California                                     |
| <b>Date Posted</b>          | Jun. 3, 2024   |
| <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>    | Graphic Design/Marketing<br>Communications/Public Relations<br>Administrative Support/Services |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/5300570">https://apptrkr.com/5300570</a>                          |

**Apply By Email**

**Job Description**

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**Events Specialist 2 (6291U), Middle Eastern Studies - 68616**

**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

Founded in 1963, the Center for Middle Eastern Studies (CMES) promotes the interdisciplinary study of the Middle East and North Africa (MENA) at the University of California, Berkeley, and beyond, raising public awareness of the region's diverse peoples, languages, cultures and their connection to wider global contexts.

### Application Review Date

The First Review Date for this job is: May 21, 2024

### Responsibilities

- Plans, organizes and implements small events or portions of larger events such as symposiums, conferences, program events, banquets, and VIP briefings.

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- Participates in planning, organizing and staffing larger or more complex events, including being assigned responsibility for a specific event segment such as parking / transportation, catering, etc.
- Manages small events.
- Plans, creates, and manages event publicity.
- Oversees operational support staff.
- Completes other duties as assigned.

### Required Qualifications

- Working knowledge of concepts, principles and practices of event planning and production and public relations.
- Working knowledge of the campus, its programs, policies, mission, goals, objectives, achievements and infrastructure.
- Working organizational skills to effectively coordinate and organize multiple details.
- Excellent organizational abilities appropriate to effective calendar management and student and / or volunteer scheduling.
- Good interpersonal communication skills and political acumen, including skills in effectively representing the campus, medical center, or other university organizations to the public.
- Good judgment and effective decision-making and problem resolution skills, including skills to recognize and deal effectively and appropriately with real and potential problem areas and determine the issues / problems that need to be brought to the attention of higher-level staff and / or management.
- Ability to work in diverse groups, including but not limited to students, staff, faculty, general public, production personnel, technical operators, and performing artists.
- Ability to work professionally under pressure and under tight deadlines ensuring excellent customer service support.

### Preferred Qualifications

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

### Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

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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 is \$33.52 - \$43.10.

- This is a 60%, part-time (24 hours per week), career position that is eligible for UC benefits.
- This position is non-exempt and paid bi-weekly.
- This is a hybrid position, eligible for up to 10% remote capability.

### 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.

### 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.

The [University of California's Affirmative action policy](#).

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The [University of California's Anti-Discrimination policy](#).

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

### 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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