

Assistant Director of Engagement Programs (6291U) -  
College of Engineering  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238684>

Downloaded On: Jul. 24, 2024 1:23am

Posted Jul. 23, 2024, set to expire Nov. 3, 2024

<b>Job Title</b>	Assistant Director of Engagement Programs (6291U) - College of Engineering
<b>Department</b>	College of Engineering
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jul. 23, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director Professional Staff
<b>Academic Field(s)</b>	Communications/Public Relations Administrative Support/Services
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**Job Description**

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**Assistant Director of Engagement Programs (6291U) - College of Engineering**

**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**

The College of Engineering at UC Berkeley is recognized for its educational and research excellence, consistently ranking among the top three Engineering colleges in the United States. Engineering is the second-largest college on the Berkeley campus, with more than 245 regular faculty members, 6,500 students in seven academic departments, and over 80,000 alums worldwide.

The Assistant Director of Engagement Programs for the College of Engineering reports to the Executive Director of Engagement Programs within the Office of Marketing and Communications. Working collaboratively to plan and execute college-wide events and outreach activities to increase engagement among key constituencies, including current and prospective students, alums, donors, faculty, staff and off-campus partners.

Events and activities may be in-person, hybrid, or virtual. They include the Dean's lecture series,

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annual academic and alums programs and celebrations (Commencement, Orientation, Cal Day and Homecoming), donor events, college community celebrations and town halls. The Assistant Director will collaborate with college and university staff/units in planning and executing events, following all UC policies, including those involving procurement.

### **Application Review Date**

The First Review Date for this job is: June 12, 2024 - Open Until Filled

### **Responsibilities**

**70%** - Provide coordination and administrative functions to support the college's annual calendar of events and programs. Ensure smooth-running, compelling events, including property recognizing and resolving potential and actual problems using tact, sensibility, division and political accrument. Execute all steps related to planning assigned events from conception to execution and any related follow-up tasks; steps can range from reserving venues to hiring vendors/caterers to developing marketing materials. Vendor management and administrative functions include processing invoices, inventorying and purchasing necessary supplies, reserving and paying vendors, and ensuring all paperwork is completed promptly. Arrange event staffing needs by delegating and coordinating staff and student assistant schedules to ensure that events are well-staffed. Set up, staff, and break down events, delegating and coordinating with vendors as needed. This includes equipment set up, registration area, and food/beverage service. Staff off-hour events as required. Identify and manage online registration, monitor and track RSVPs, and respond to guest inquiries. Assists with ADA requests. Creating or supervising the creation of collateral materials, including name tags, programs, invitations, fliers, PPTs, etc. (designers may be used for complicated collateral. Ensures all collateral and the event meet all accessibility requirements. Prepares event briefings with program flow and suggested remarks for the event principals. Works with keynote speakers and event principles as needed.

**20%** - Provide comparable support in the spring semester, focused on the College's three annual Commencement ceremonies, baccalaureates, master's and doctoral degrees. Work with colleagues to manage the registration platform, communications, and ceremony ticketing. The primary point of contact for Cal Performance, vendors and campus partners - including UCPD and Parking & Transportation.

**5%** - Oversee the inventory of the College of Engineering Marketing Souvenirs, Wearables, and Gifts. Ensure the inventory of items is organized and that items are re-stocked on shelves or purchased as

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needed.

5% -Special Projects and other duties as assigned.

### Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- 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, including skill in effectively coordinating and organizing multiple details. Excellent organizational abilities appropriate to effective calendar management and student and / or volunteer scheduling.
- Good interpersonal communication skills and political acumen, including skill in effectively representing the campus, medical center or other university organization to its publics.
- Good judgment and effective decision-making and problem resolution skills, including skill to recognize and deal effectively and appropriately with real and potential problem areas, including skill to determine the issues / problems that need to be brought to the attention of higher level staff and / or management.
- Proficient in the use of Microsoft Office, Adobe Indesign or Illustrator, as well as common desktop web applications, including Google Docs, Forms and Sheets.
- 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.

### 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



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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 \$28.30 to \$35.92 hourly. This is a 100% FTE career position 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.

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

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)



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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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