

Development Operations and Events Intern (5171U)  
Intercollegiate Athletics 70213  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238869>

Downloaded On: Aug. 10, 2024 9:13am

Posted Jul. 29, 2024, set to expire Nov. 4, 2024

<b>Job Title</b>	Development Operations and Events Intern (5171U) Intercollegiate Athletics 70213
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jul. 29, 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>	Institutional Advancement Communications/Public Relations Athletics and Recreation Services
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**Job Description**

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**Development Operations and Events Intern (5171U) Intercollegiate Athletics 70213**

**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](https://grow.berkeley.edu).

### **Departmental Overview**

The Department of Intercollegiate Athletics consists of more than 275 staff members and coaches and sponsors 30 varsity sports programs. These 30 programs include more than 850 student-athletes who participate in the various sports programs annually within the National Collegiate Athletics Association (NCAA). We are currently seeking a Development Operations & Events Intern who will work within the department's Cal Athletics Fund.

### **Application Review Date**

The First Review Date for this job is: July 1, 2024

### **Responsibilities**

This position assists the Donor Engagement team with the planning, implementation, and execution of various Development events throughout the year, ranging from Football, Women's/Men's Basketball,

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Volleyball, Softball game day events and hospitality to fundraising galas, in order to engage, steward and cultivate donors or potential donors to Athletics. Under the supervision of the full-time Donor Engagement staff, this position will assist with facility rentals, procuring equipment/supplies, communicating with donors, event set up and take down, and event management. Additionally, they will support stewardship and communication efforts on behalf of the department.

- Under the direction of the Donor Engagement team, assists full time staff with developing and running a variety of Development events, ranging from large scale events, such as a gala, to small scale events, such as a 10 person board meeting.
- This position will assist with facility rentals, procuring equipment/supplies, partnering with inter-departmental staff, preparing and sending event briefings, communicating with donors, event set up and take down, and event management.
- Learns to maintain and analyze departmental databases and prepare reports and analyses. In particular track email success and attendee data.
- Learns about athletic administrative areas, specifically Development and Alumni Relations, by coordinating special events and collaborating with athletic departments such as marketing, communications, facilities, etc.
- Responsible for helping to communicate with other Athletic Department units to ensure events are organized and run successfully. In particular will develop event briefings and itineraries to ensure efficient collaboration efforts.
- Support and manage budgets for events, tracking inventory of event supplies, maintaining storage of event supplies, and other operational activities.

### **Required Qualifications**

- Excellent computer skills.
- Proficiency in Microsoft Word, Excel, PowerPoint, and Google Apps
- Exceptional communication skills, both written and verbal.
- Advanced customer service skills.
- The ability to problem solve, multi-task, handle and prioritize a heavy workload, and perform under pressure.
- Ability to adapt to a flexible, fast-paced and dynamic work environment.
- Organized and detail oriented.

### **Preferred Qualifications**

- Completed Bachelor's degree or fulfilling final credits required to complete Bachelor's degree.
- Master's degree candidate.

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- 1-2 years of experience working in collegiate athletics or with large-scale events.
- Familiar with development or non-profit operations.

### **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 is \$19.00-\$20.00

- This is a 100% full-time (40 hours per week), 6 - 8 month contract position that is eligible for UC benefits.
- This position is non-exempt and paid biweekly.

### **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

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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/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

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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

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