

Alumni and External Relations Specialist (6299U) 70772
University of California, Berkeley

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Posted Jul. 26, 2024, set to expire Nov. 6, 2024

Job Title	Alumni and External Relations Specialist (6299U) 70772
Department	Division of Social Sciences
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Alumni Relations
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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.

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

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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.

Departmental Overview

Division of Social Sciences in the College of Letters & Science is the largest academic division on campus, with an annual budget of approximately \$130M, 270 permanent faculty FTE, and undergraduate enrollment which averages over 31,000 per semester. It is also among Berkeley's most heterogeneous divisions, with faculty studying every dimension of the human experience. Its academic departments include African American studies, anthropology, demography, economics, ethnic studies, geography, gender and women's studies, history, linguistics, political science, psychology and sociology. The division is also home to the International and Area Studies and Cognitive Science programs, the Social Sciences Matrix, D-Lab, and several related research units.

Position Summary

Responsible for reaching, serving, and engaging alumni and other key constituencies through programs, events, products, and services including but not limited to alumni, local community, government, parents, students, as well as the general public. Translates constituent needs and

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priorities into customized programs to create, enhance, and sustain relationships with external constituencies.

Join a phenomenal team of enthusiastic, dedicated, and supportive collaborators that include the UC Berkeley Social Science development staff, faculty members, and external partners to oversee a bold expansion of the Berkeley Liberty Initiative (BLI) at UC Berkeley. For more than a decade, the BLI has enriched the diversity of perspectives at UC Berkeley by hosting leading thinkers whose expertise and scholarship focus on the ideal of freedom in political and economic life. Meeting the challenges of our current moment, the BLI will continue its flagship annual Ambassador Frank E. Baxter Lecture and seek to help freedom of expression flourish broadly within UC Berkeley's campus culture.

Application Review Date

The First Review Date for this job is: 07/24/2024.

Responsibilities

Oversee Administrative Operations and Program Implementation:

- Perform a full range of administrative duties, such as implementing programming, arranging and participating in meetings, and maintaining membership rosters.
- Research various topics, gather relevant data to inform unit strategic plans, and keep management informed as necessary.
- Mentor less experienced staff members to enhance team capabilities.
- Analyze and address diverse issues to enhance operational efficiency and program effectiveness.

Cultivate and Maintain Strategic Relationships:

- Build and sustain relationships with a variety of internal and external stakeholders, including BLI supporters, faculty, student organizations, and external partners.
- Leverage professional expertise to foster collaboration and support for organizational initiatives.
- Respond to constituent inquiries and provide necessary information to maintain strong connections with all stakeholders.

Plan and Manage High-Profile Events and Activities:

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- Organize and oversee events and activities, either independently or in partnership with other entities, including the flagship annual lecture.
- Plan, implement, and staff alumni events, recruit and assist volunteers, and ensure successful execution aligned with organizational goals.
- Apply theoretical knowledge and practical skills to ensure the events' alignment with institutional objectives and effective engagement of key constituencies.

Develop and Execute Comprehensive Promotion Strategies:

- Design and implement broad-spectrum promotional campaigns targeting diverse audiences, including alumni, prospective students, donors, and community representatives, in collaboration with communications staff across the division, college, and university.
- Utilize in-depth knowledge of the professional field to ensure effective outreach and engagement.
- Develop communication strategies to inform key constituencies about institutional programs, activities, policies, and practices.

Required Qualifications

- Thorough knowledge of basic concepts, principles, and procedures of building and maintaining effective relations with alumni, internal and key constituencies.
- Thorough knowledge of and/or can quickly learn the campus, its mission, goals, objectives, programs, achievements, infrastructure and issues of concern.
- Thorough written, verbal and interpersonal communications, tact and political acumen to effectively represent the campus.
- Thorough research, analytical and critical thinking skills, including sound judgment and decision-making skills and skill to correctly identify real and potential problems, advising management as required, and proposing effective strategic resolutions.
- Skill in project management, including event planning and meeting deadlines.
- Bachelor's degree in related area and/or equivalent experience/training.

Salary & Benefits

This is a 3yr, full-time (40 hours/week), contract appointment, eligible for UC benefits with the possibility of extension with continued funding. This is a monthly paid, exempt position.

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This position is eligible for full UC 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 salary or hourly range that the University reasonably expects to pay for this position is \$72,600 - \$129,000.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.

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

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https://apptrkr.com/get_redirect.php?id=5396714&targetURL=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

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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