

Special Projects & Events Coordinator - Haas School of
Business 71281
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242513>

Downloaded On: Sep. 14, 2024 11:56am

Posted Aug. 2, 2024, set to expire Nov. 28, 2024

Job Title	Special Projects & Events Coordinator - Haas School of Business 71281
Department	Haas School of Business
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Communications/Public Relations Administrative Support/Services Graphic Design/Marketing
Apply Online Here	https://apptrkr.com/5480566

Apply By Email

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.

Departmental Overview

UC Berkeley's Haas School of Business offers a unique opportunity to champion new ideas, collaborate across boundaries, and continually learn in a workplace committed to increasing diversity and creating a welcoming environment for all. Our distinctive culture is captured within our four Defining Leadership Principles: Question the Status Quo, Confidence Without Attitude, Students Always, and Beyond Yourself. These principles distinguish Berkeley Haas as a unique environment, conducive to teamwork, collaboration, and career growth.

The Fisher Center for Real Estate + Urban Economics (FCREUE) is an internationally renowned research center housed at the Haas School of Business located on the University of California, Berkeley campus. The mission of FCREUE is to educate students and real estate professionals, to support and conduct cutting-edge research on real estate, urban economics, and the California State economy, and share findings and expertise with academics, business, government, and the general public. For more information about the Fisher Center, visit: fishercenter.berkeley.edu

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Application Review Date

The First Review Date for this job is: August 12, 2024

Responsibilities

Overview:

The Special Projects and Events Coordinator position is responsible for managing and executing a variety of high-impact projects and assisting with events that support the outreach activities of the FCREUE. This role involves coordinating cross-functional projects, ensuring timelines and objectives are met, and supporting the planning and execution of conferences, donor cultivation events, alumni gatherings, and student extracurricular activities. Key tasks include project management, event logistics, stakeholder communication, data management, coordinating event logistics and registration, producing marketing materials, and other outreach-related tasks.

- As part of a team plans, organizes and implements small events or portions of larger events such as symposiums, conferences, program events, banquets, and VIP briefings.
- Managing and executing a variety of high-impact projects such as but not limited to: CRM system initiatives, general promotional campaigns, process evaluations.
- Managing constituent data, serving on CRM team to develop database improvements and efficiencies.
- Developing marketing and promotional materials for events and outreach activities.
- 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 or segments of larger events.
- Other duties as assigned
- Professional Learning and Growth. Actively contributes to a team environment that fosters and promotes a culture of diversity, equity, inclusion, justice, and belonging (DEIJB) within the unit and at Haas. Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.
- Scouts potential locations and / or vendors for future events.
- Oversees operational support staff.

Required Qualifications

- Working knowledge of concepts, principles and practices of event planning and production, public relations, and marketing.

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- Ability to gain working knowledge of the campus, its programs, policies, mission, goals, objectives, achievements and infrastructure.
- Demonstrated project management skills: 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.
- Excellent 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.
- Demonstrated 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.
- 1-4 years administrative support experience
- Excellent written and verbal communication skills.
- Excellent attention to detail
- Strong skills in: MS Office Suite (Word, Excel, Power Point, Access, etc.) CRMS (Salesforce, RazorsEdge, or similar applications) Demonstrated proficiency in graphic design software:
- Adobe Creative Suite (Adobe Photoshop, Illustrator, InDesign, etc.)
- Self-motivated team player
- Impeccable customer service skills to handle C-level + constituency and their event-related issues and concerns.
- Experience in current marketing and promotions practices and strategies.
- 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.

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

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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 \$29.31 - \$39.85

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is non-exempt and paid bi-weekly.

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.



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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/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

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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