

Event Planner (6292U), ASUC Student Union - 71034
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242553>

Downloaded On: Aug. 10, 2024 11:27am

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

Job Title	Event Planner (6292U), ASUC Student Union - 71034
Department	
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)	Student Services
Apply Online Here	https://apptrkr.com/5480803

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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 transformative opportunity it provides to a large and diverse student body; its public mission and

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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

The ASUC Student Union is the campus "living room," offering everything from co-curricular opportunities to fun, creative activities and services. It serves all students and seeks to create an inclusive campus community, thereby enhancing the student experience at UC Berkeley. To this end, we provide quality services and programs that foster experiential learning opportunities and ensure a sustainable organization. We derive income from student fees, retail operations, vending, food service, and a variety of self-operated units such as the Berkeley Art Studio, Creative Lab, and Events Services. The Student Union is a department within the Division of Student Affairs and reports to the Dean of Students.

Position Summary

Assists in planning, organizing, and implementing events and functions, which may include but not limited to symposiums, conferences, program events, banquets, department meeting/trainings, group related travel arrangements. May independently manage small and medium events. Responsible for day-to-day Events team operations including but not limited to responding to client and vendor

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inquiries. Scouting potential locations and/or vendors for future events, assisting co- event planners during complex high-profile events, providing post-event services, including completing the Budget and Actuals form, meeting with clients and collecting feedback.

Application Review Date

The First Review Date for this job is: 08/02/2024.

Responsibilities

Plans organizes, manages, handles negotiations, and implements complex and/or high-visibility events, venue reservations and group travel arrangements.

- Consults with clients to determine and analyze event requirements on all details regarding conferences, catering, events, and group travel arrangements.
- Identifies program requirements and budget parameters for each group.
- Interprets operational standards.
- Conducts comprehensive event planning for complex events, including but not limited to conception, design, development, coordination, implementation, and post-event evaluation.
- Ensures smooth-running, effective events, including successfully recognizing and resolving potential and real problems in a timely manner using tact, sensitivity, discretion, and political acumen.
- Demonstrates good judgment in making decisions and managing events.
- Conducts research on the history of each group.
- Develops housing and dining service projections for each group and prepares appropriate documentation utilizing event planning and booking software.
- Prepares detailed specifications for housing, dining, catering, and meeting arrangements for each assigned group.
- Evaluates completed programs and compiled summary reports for business booked.
- Prepares, reviews, and approves final group billings.
- Provides and directs departmental and University managers with program requirements. Oversees the implementation of each program and event.
- Exercises decision-making with on-site problems.
- Provide concierge-style quality customer service to all clients that submit a space reservation or event request.event request.
- Respond to a high volume of client requests and inquiries.
- Requests and inquiries come in the form of email, online web requests, phone, and in-person.
- Enter reservations into our Event Management System to ensure that clients' requests are

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thoroughly and accurately reflected in the comments of reservations.

- Serve as Campus Major Events & Entertainment policy expert.
- Communicate policies and procedures to clients, sending all required forms and permits.
- Ensure policies and requirements are met by clients and that reservations reflect appropriate charges and comply with all policies.
- Independently and proactively identify and resolve potential scheduling issues and problems by working with campus partners, performing research, and vendor/client follow-up.

Reviews operational and campus policies and procedures and makes recommendations to the Director.

- Proposes catering, room and board rates, and service package rates by analyzing economic trends and comparable facilities.
- Mentors and oversees the work of student staff.
- Scouts potential locations and/or vendors for future events.
- Prepares room assignments, diagrams, and housing lists for groups as needed.
- Contributes to and participates in long-range unit planning.

Required Qualifications

- Strong organizational and project management skills, working with cross-functional teams.
- Strong computer skills: Microsoft Word, Excel, and Google Apps.
- Interest in learning Event Management Systems software, Google Apps, Visio and Social Tables.
- Excellent written and verbal communication.
- Proven expertise in project management and willingness to learn new processes.
- Skilled in multi-tasking, problem resolution, prioritizing, and meeting deadlines.
- Self-starter who takes initiative is highly reliable and is punctual.
- Polished and professional when dealing with all clients and colleagues.
- Works both independently and as part of a team in an often-hectic environment
- Bachelor's degree in related area and/or equivalent experience/training.

Salary & Benefits

This is a 1yr, 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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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 \$72,600.00 - \$90,000.00.

How to Apply

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

Other Information

- This is not a visa opportunity.
- This recruitment has two openings.

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

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about your rights as an applicant, please see the

https://apptrkr.com/get_redirect.php?id=5480803&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/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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