

Events Coordinator, The Henderson Center (6291U),
Berkeley Law - 71002
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242567>

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

Job Title Events Coordinator, The Henderson Center (6291U),
Berkeley Law - 71002

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) Administrative Support/Services

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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.

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

UC Berkeley's School of Law is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. The law school is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national and global import. Currently ranked among the top law schools in the country, the School of Law has ambitious development goals as it looks to continue producing leaders in law, government, and society.

The Thelton E. Henderson Center for Social Justice (HCSJ) is the heart of U.C. Berkeley Law School's public mission. The intellectual hub of the law school's vibrant social justice community, The Henderson Center is a training and research center that prepares the next generation of public interest lawyers to meet the challenges of representing disadvantaged communities and produces innovative scholarship that combines theory and practice. By providing opportunities for scholars and activists to work together in developing workable solutions to our most pressing social problems, the Center provides a bridge between the academy and the community that is unique in our nation.

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Under the supervision and day-to-day direction of the Executive Director, and in collaboration with other employees, the Event Coordinator plans, organizes, publicizes, and implements small, medium, and large events such as lectures, brown-bag lunches, conferences, dinners, and VIP briefings. They are essential in bringing the community-building, student-focused work of the Henderson Center to life, and use event planning expertise and experience to help the Henderson Center meet its mission of training the next generation of social justice lawyers.

Application Review Date

The First Review Date for this job is: July 30, 2024

Responsibilities

Under the general supervision of the Executive Director, plans and finalizes event calendar for the Spring and Fall semester. Plans, organizes, and implements small events or portions of larger events such as symposiums, conferences, and program events.

Manages pre-event and post-event planning and implementation activities:

- Coordinates and ensures proper set-up of event space.
- Scouts, identifies and secures appropriate event locations, accommodations, and parking/transportation.
- Identifies caterers and vendors and negotiates cost-saving arrangements.
- Secures equipment for guest speakers; engages with event sponsors as appropriate.
- Monitors guest registration and assesses the need for additional outreach.
- Recognizes and resolves potential and actual problems in a timely manner using tact, discretion and political acumen.
- Builds relationships with other UC departments to create co-sponsorship opportunities.
- Plans and executes event promotion through UC and community channels, including fliers, emails, invitations, and social media.

Coordinates an array of communication strategies designed to engage students, faculty, alumni, current and future sponsors, and the broader communities. Activities include but are not limited to:

- Preparing written and visual materials.
- Preparing and creating newsletters and targeted correspondence.
- Managing and maintaining listservs and databases to produces reports and mailing lists.

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- Developing and creating content for the website and social media.
- Collaborates with Henderson Center team, Event Services, Media Services and other law school units as needed to ensure events are properly supported/staffed from set-up through clean-up.
- May serve as onsite event manager with oversight and direction of event staffing and vendors.
- Builds relationships with other UC departments to create co-sponsorship opportunities.

Liaises with speakers to ensure they have the following:

- Key event information.
- Completed key speaker-related responsibilities.
- Delivered event description and bio, sending slides in advance, etc.
- Travel, lodging, etc., arranged in a timely manner.
- Establishes and maintains relationships with vendors.
- Collaborates with Henderson Center team after events to memorialize event information as needed for year-end reports, correspondence with stakeholders, etc.
- Engages in professional development and training opportunities as needed.
- Performs additional duties as assigned.

Required Qualifications

- Demonstrated knowledge of concepts, principles and practices of event planning and production, including publicizing events.
- Strong organizational skills, including effectively coordinating and organizing multiple events at the same time.
- Good interpersonal communication skills and political acumen, including skill in effectively representing the campus, or other university organization to its publics.
- Excellent customer service skills.
- Excellent written and verbal communication skills, including strong attention to detail.
- 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.
- Ability to work professionally under deadlines and to adjust and adapt to changes.
- Good computer skills, including proficiency with Microsoft Office, Google Suite, video conferencing platforms.

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- Must be familiar and comfortable using Zoom.
- Ability to learn new computer programs and software systems.
- Demonstrated commitment to and understanding of diversity, equity, inclusion and belonging (DEIB) and ability to apply and integrate core DEIB concepts into everyday practice.
- Must be committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all background feel safe, welcome, and included
- Ability to work in diverse groups, including but not limited to students, staff, faculty, general public, and special guests and speakers.
- Must demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community.

Education/Training:

- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Working knowledge of or ability to quickly learn the campus, its programs, policies, mission, goals, objectives, achievements and infrastructure, or ability to learn.

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

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experience.

- The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$31.88/hr. - \$34.25/hr.
- This is a non-exempt, bi-weekly paid position.
- This is a 12-month, Contract (temporary) position, eligible for full UC benefits. The possibility of extension is subject to continued funding approval.
- This is a hybrid-friendly position, eligible for one (1) day remote work per week.

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.

Other Information

This position is not eligible for visa sponsorship.

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.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

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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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