

Employer Relations Specialist (4722C), Berkeley Career  
Engagement - 72053  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243926>

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Posted Aug. 28, 2024, set to expire Dec. 25, 2024

<b>Job Title</b>	Employer Relations Specialist (4722C), Berkeley Career Engagement - 72053
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 28, 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>	Human Resources
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**Job Description**

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**Employer Relations Specialist (4722C), Berkeley Career Engagement - 72053**

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

### Departmental Overview

Berkeley Career Engagement (BCE) plays a critical role in preparing and supporting students launching their careers. We help undergraduate students, graduate students, and recent alumni make informed decisions about their futures by providing comprehensive resources, programs, career counseling, externships and internships, and employment and professional school / graduate school options. Our Vision is to cultivate a university-wide culture of career readiness, where every student engages in meaningful experiences, has a supportive professional community, and is empowered to achieve lifelong career success. We are dedicated to advancing equity and access to career resources for every student and recent alum of UC Berkeley.

We engage with students on their journey to reflect, discover, and design a personally meaningful career (Career Clarity). We connect students with alumni, employers, and their larger professional community to forge meaningful relationships that will guide them into their early career (Career Connections). We empower students to develop the professional confidence and experience necessary to secure the career opportunities they seek (Career Competitiveness).

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### **Application Review Date**

The First Review Date for this job is: 09/06/2024. For full consideration, please apply by September 15th.

### **Responsibilities**

This position is a key administrative support position reporting to the Sr. Associate Director for Employer Relations. The incumbent will be part of a larger team supporting efforts to connect employers with the talented students at UC Berkeley. Key roles will include but not be limited to job and employer approvals, on campus interview coordination, supporting the Berkeley Circle Partner program, and fielding questions from employers and students via phone and multiple email accounts. This position is a limited-hire position that we anticipate will be needed for at least 6 months.

#### **RECRUITING ACTIVITIES SUPPORT: 40%**

- Coordinates interview calendars for multiple employers and rooms, using relevant technology with minimal supervision.
- Facilitates schedule changes based upon extensive knowledge of programmatic considerations, previous employer use, space limitations, special equipment/room needs.
- Monitors day-of interviews which may include prepping rooms, printing schedules, checking in employers and students, following up on no-shows, and closing rooms at the end of the day.
- Monitors and approves employer events and Handshake access approvals; recognizes and identifies appropriate follow-up measures needed and responds appropriately.
- Coordinates employer visits with ER leadership.
- May assist with management of other key ER recruiting services such as administering of Resume Books, processing Targeted Email Service requests, and providing administrative support with the Berkeley Circle partner program.

#### **CUSTOMER SERVICE: 35%**

- Provides specialized information to students, alumni, employers, and campus staff regarding unit activities and services in person, on the phone and electronically.
- Explains and markets BCE services, solves problems, and interprets policies, procedures, and regulations related to issues such as services eligibility and on campus interviewing procedures.
- Provides guidance to employers seeking to recruit Berkeley students through such services as on-campus interviews, job listings, career fairs, and other activities coordinated by BCE.

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- Assesses clients' needs and responds to non-routine situations or questions professionally, accurately, and within the framework of established policies and procedures, advising them of the best service and resource options.
- As a front line, and often primary, representative of BCE to employers and graduate school recruiters, the incumbent must act professionally to maintain a strong working relationship with employers who have long-standing relationships with the university and are potential donors.

**ADMINISTRATIVE SUPPORT: 20%**

- Develops and employs high-level expertise with the Handshake career management platform utilized to administer a broad range of student/alum and employer-facing activities including, but not limited to, appointment scheduling, career fair registrations, event planning; access control, communications and advertising, etc.
- Documents workflow, maintains unit records and databases (e.g., students, employers, jobs and on-campus recruiting), runs routine system-generated reports and compiles basic statistics as needed, and protects the confidentiality of sensitive information.
- Supports day-to-day operational activities and maintains supporting documentation and inventories.
- Applies knowledge of specialized software, troubleshoots/reports systems problems and recommends enhancements to the Associate Director that may result in changes or upgrades.
- Completes other duties as assigned.

**PROFESSIONAL LEARNING AND GROWTH: 5%**

- Actively participates and engages with the Berkeley Career Engagement staff during staff meetings, staff development exercises and periodic retreats.
- Actively contributes to a team environment that fosters and promotes a culture of diversity, equity, inclusion, and belonging (DEIB).
- Serves on internal committees and cross functional groups that are responsible for identifying issues and/or providing solutions for specific BCE needs or initiatives.

**Required Qualifications**

- Requires interpersonal and work leadership skills to provide guidance to other nonexempt personnel.
- Computer skills sufficient to competently operate on-line systems and complex PC-based

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applications, including 3rd party recruiting software, Microsoft Word, Excel, Google Suite and Adobe Acrobat.

- Ability to identify and resolve common software or hardware problems.
- Knowledge of and ability to update and maintain databases.
- Knowledge of internet browsers, web navigation, and typical user problems.
- Professional oral and written communication skills necessary to interpret and apply policies and procedures and to resolve problems for a diverse clientele in a professional environment, with sensitivity, tact, and a thorough understanding of the nature of the problem.
- Ability to exercise judgment, research and resolve extraordinary situations in which a routine answer will not suffice, decide when such situations should be referred to others, and follow through with appropriate actions.
- Ability to work independently, establishing priorities with minimal supervision, as well as able to function as an effective team member in a diverse environment.
- Well-developed analytical, organizational and leadership skills, including attention to detail and the ability to work under deadlines in a fast-paced environment serving a diverse clientele.

Education/Training:

- High school diploma and/or equivalent experience/training.

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## 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 \$30.26 (Step 2.0) - \$34.74 (Step 8.0).

- This is a 100% full-time (40 hrs a week) non-exempt career position.
- This position is non-exempt and paid bi-weekly.
- This is a hybrid position, eligible for up to 40% remote capability.

## 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.

## Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected



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abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

### Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>.

- This is not a visa opportunity.

### 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](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.



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**Contact**

N/A

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