

Room Reservations Coordinator (4722C), Haas School of  
Business - 74384  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=248964>

Downloaded On: Nov. 19, 2024 12:43pm

Posted Nov. 18, 2024, set to expire Mar. 15, 2025

<b>Job Title</b>	Room Reservations Coordinator (4722C), Haas School of Business - 74384
<b>Department</b>	Haas School of Business
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Nov. 18, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator Professional Staff
<b>Academic Field(s)</b>	Administrative Support/Services
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**Job Description**

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**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public



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mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

### 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.

For more information about the Haas School of Business visit: <https://haas.berkeley.edu/about/>

The Haas School of Business embraces flexible working arrangements for its employees. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

### Application Review Date

The First Review Date for this job is: 11/28/2024.

### Responsibilities

The Room Reservation Coordinator is responsible for processing room reservations for staff, faculty, students (and occasionally for off-site groups) who wish to conduct meetings and/or events in the Haas classrooms and event spaces.

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- Works closely with the Haas Instructional Analyst on tasks including: reserving room blocks for ad-hoc reservations and entering one-time reservations for special class meetings in rooms.
- Compiles and arranges spreadsheets using subject-matter knowledge of the material to cross-check and ensure data results are consistent.
- Work closely with the Director of Events & Space Management on tasks including: reviewing request and reserving rooms for events based on the Haas Space Allocation Guidelines and opening the public room reservation system each semester.
- Following Room Reservations Guidelines, provide follow up with regard to Haas room reservation inquiries for Haas staff, faculty and students; as well as other campus and non-campus groups by either following the guidelines or consulting with the Director, Events & Space Management.
- Prepares correspondence and other written materials for department management and/or faculty requiring some specialized knowledge of the subject matter.
- During restricted academic scheduling periods, monitors classroom requests and assigns tentative requests to classrooms, working closely with the Haas Instructional Analyst to ensure academic course changes/updates are prioritized and up to date.
- Edits and proofreads written materials for content consistency.
- Works with department management to update/review/revise websites to better communicate organization's mission, requiring substantive knowledge of organization's goals and objectives.
- Review room reservation processes and policies each semester for improvements/changes based on new venues/stakeholders and/or campus policies.
- May analyze trends.
- Other duties as assigned.

#### Professional Learning and Growth

- Embraces the principle of being a "student always" by engaging in opportunities for training, workshops, seminars, continuing education pertinent to the position, or at the suggestion of the supervisor.
- Actively contributes to a team environment that fosters and promotes a culture of diversity, equity, inclusion, and belonging (DEIB) within the unit and at Haas.
- Engages in ongoing education to promote diversity, equity, inclusion & belonging by completing University sponsored certifications & training sessions (ie: MEP Workshop, Implicit Bias Certification, LinkedIn Learning workshops, and other workshops & seminars offered by the University or Haas, as they are made available) or by engaging in external seminars & resources related to DEIB.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.

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### Required Qualifications

- Thorough knowledge in administrative procedures and processes including word processing, spreadsheet and database applications.
- Requires good verbal and written communication skills, active listening, critical thinking, multi-task and time management skills.
- Demonstrated experience providing excellent customer service and administrative support in a customer service environment.
- Ability to work independently, often under pressure of multiple deadlines and ability to prioritize workflow.
- Must be highly detail-oriented.
- Excellent interpersonal skills, demonstrating a desire to promote diversity, equity, inclusion and belonging to establish and maintain positive & professional working relationships with colleagues, students and team members.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.
- Demonstrates an understanding of and commitment to diversity, equity, inclusion, and belonging in a business, organization or public university setting.

### Preferred Qualifications

- Experience with Event Management System (EMS).

### Salary & Benefits

This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid hourly and eligible for 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

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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 \$29.63 (Step 1) - \$35.57 (Step 9).

### How to Apply

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

### 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.

- 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 [U.S. Equal Employment Opportunity Commission](#) poster.



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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.

#### Contact

N/A

University of California, Berkeley

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