

Event Planner (6292U), ASUC Student Union - 74423  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=249096>

Downloaded On: Nov. 19, 2024 12:21pm

Posted Nov. 18, 2024, set to expire Mar. 16, 2025

<b>Job Title</b>	Event Planner (6292U), ASUC Student Union - 74423
<b>Department</b>	ASUC Student Union
<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>	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.

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

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 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

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The First Review Date for this job is: 11/29/2024

## 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.
- Respond to a high volume of client requests and inquiries. Inquiries can be received in the form of email, online web requests, phone, and in-person.
- 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 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.

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- 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 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 full-time (40 hours/week), career appointment, eligible for UC benefits. This is a monthly paid, exempt position.

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

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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 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.

### 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 [https://apptrkr.com/get\\_redirect.php?id=5809595&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5809595&targetURL=U.S. Equal Employment Opportunity Commission) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).



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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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