

Event Planner (6292U), Berkeley Law - 75467
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251671>

Downloaded On: Jan. 18, 2025 6:11pm

Posted Jan. 15, 2025, set to expire May 14, 2025

Job Title	Event Planner (6292U), Berkeley Law - 75467
Department	School of Law
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Public Safety
Apply Online Here	https://apptrkr.com/5928675

Apply By Email

Job Description

Image not found or type unknown



Event Planner (6292U), Berkeley Law - 75467

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 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.

Event Planner (6292U), Berkeley Law - 75467 University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251671>

Downloaded On: Jan. 18, 2025 6:11pm

Posted Jan. 15, 2025, set to expire May 14, 2025

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

Berkeley Law is consistently ranked as one of the top law schools in the nation. The law school has produced leaders in law, government, and society, including Chief Justice of the United States Earl Warren, Secretary of State of the United States Dean Rusk, Attorney General of the United States Edwin Meese, United States Secretary of the Treasury and Chairman of the Federal Reserve G. William Miller, and former Solicitor General of the United States Theodore Olson.

At Berkeley Law, we are committed to excellence in education and scholarship, as well as equality of opportunity. We believe we have a responsibility to use our substantial intellectual capital to help solve real-world problems and to create a more just society through clinics, research, and policy engagement. We believe that a Berkeley Law degree is a tool for change, both locally and globally, and that we should be educating the leaders of tomorrow. We maintain an environment that nurtures academic and personal growth, respects a diversity of ideas, and stimulates independent thought and critical reasoning.

This position involves the development, design, planning and organizing of event activities, both off- and on-site, including managing logistics such as facilities, tickets, audience management activities, concessionaires, caterers, and vendors, travel logistics, and facilitation of communication and services with speakers and facility maintenance staff; or provides technical support of these activities. In addition, this role also has outward facing duties, as s/he may engage with alumni and distinguished guests. The Event Planner must be able to navigate not only the logistical requirements of event planning (and working with event vendors), but must also exhibit finesse and flexibility in working with our alumni (who are also our valued donor base) as well as current faculty, students and staff.

Application Review Date

Event Planner (6292U), Berkeley Law - 75467
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251671>

Downloaded On: Jan. 18, 2025 6:11pm

Posted Jan. 15, 2025, set to expire May 14, 2025

The First Review Date for this job is: January 27, 2025

Responsibilities

- Consults with clients (including alumni center staff, Berkeley Law students, faculty, and donors) to conceptualize events and discuss all details regarding events and event planning.
- Demonstrates good judgment, a focus on customer service, and ability to prioritize when making decisions and managing events that affect the school as a whole and its specialized communities.
- Manages events in accordance with UC and campus policies.
- Develops, designs, and implements a wide range of specialized activities connected with events, including alumni engagement, continuing education, fundraising-oriented, or other public events.
- Plans, organizes, and identifies event locations and vendors.
- Confers with broad-based constituencies regarding logistics, guest lists, site selection, vendors, event goals, and objectives.
- Prepares and executes detailed event planning timelines and task lists to effectively track progress of the event.
- Provides effective marketing and communications strategies to promote events to targeted audiences.
- Oversees the design and drafting of website content, emails, physical invitations, and other communications.
- Develops guest lists and lists of local contacts to publicize events.
- Engages local media as necessary.
- May partner with Communications on event reporting as needed.
- Utilizes expertise in technology (online communications, social media, software applications, etc.) to advance planning and programming needs.
- Administers facilities, space logistics, and manages equipment needs for events.
- Determines and coordinates staffing needs for individual events, reaching out to other staff and volunteers, and leveraging collegial relationships when necessary.
- Serves as a resource and consultant to other employees at the law school, advising on event policies, production, and logistics.
- Develops and maintains comprehensive event budgets and financial reports for funding, which may be complex across multiple funding sources.
- Oversees financial processes that may include coordinating recharges to various units, processing financial transactions, and other business services functions as required.
- 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.
- Contributes to and participates in long-range unit event planning.

Event Planner (6292U), Berkeley Law - 75467 University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251671>

Downloaded On: Jan. 18, 2025 6:11pm

Posted Jan. 15, 2025, set to expire May 14, 2025

- Works with Law School senior leadership, including the COO and the Berkeley Law Events Manager, to strategize event programming for the year.
- Engages in professional development and training opportunities as needed.
- Performs additional duties within the scope of this classification.

Required Qualifications

- Thorough knowledge and understanding of concepts, principles and practices of event planning and public relations, including event design, organization and production.
- Thorough knowledge of and/or ability to quickly learn the campus, its vision, mission, programs, policies, achievements and infrastructure.
- Knowledge of and/or ability to learn University policies and procedures relating to the use of University facilities, event management and presentation.
- Demonstrates good judgment in making decisions and managing events. Highly developed judgment, decision-making and problem recognition/avoidance/resolution skills, including skill in determining those issues/problems that need to be brought to management's attention.
- Skill in effectively meeting budget and time constraints.
- Demonstrated organizational and project management skills.
- Strong skills in short term planning, analysis and problem-solving, and customer service.
- Highly developed interpersonal communication skills including political acumen and social perceptiveness.
- Excellent verbal and written communication skills to effectively communicate with diverse populations with competing priorities.
- Strong active listening, critical thinking, persuasiveness, advising, and counseling skills.
- Highly developed judgment, decision-making and problem recognition / avoidance / resolution skills, including skill in determining those issues / problems that need to be brought to management's attention.
- Working knowledge of the concepts, principles, and best practices of public relations and event planning, production, and implementation.
- Proven ability to work on several tasks simultaneously.
- Skill at responding effectively to priorities and setting deadlines.
- Experience maintaining a high standard of productivity within a broad scope of responsibility despite frequent interruptions.
- Ability to complete large volume of diverse tasks efficiently, meeting established deadlines.
- Advanced knowledge of key software applications including Microsoft Office Suite, G-suite applications, Adobe Creative Suite, EventBrite, Canva, and web design software; experience with database applications, and knowledge of and/or ability to learn common University-specific

Event Planner (6292U), Berkeley Law - 75467
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251671>

Downloaded On: Jan. 18, 2025 6:11pm

Posted Jan. 15, 2025, set to expire May 14, 2025

computer systems.

- Knowledge of marketing and communications strategies to effectively promote events and activities to the targeted audience.
- Ability to give clear directives and use independent, rational judgment to make optimal decisions.
- Knowledge and skill to set and monitor work standards and protocols.
- Demonstrated commitment to and understanding of diversity, equity, inclusion, and belonging (DEIB), and ability to apply and integrate core concepts of DEIB 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 backgrounds feel safe, welcome and included.
- 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.
- Must be able to travel and attend occasional offsite events within greater Bay Area.

Education/Training:

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

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 salary or hourly range that the University reasonably expects to pay for this position is \$80,650.00 - \$92,000.00. This is an exempt, monthly-paid position.
- This is a full-time, Career position that is eligible for full UC benefits.
- This position is eligible for up to 20% (one day/week) remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department

Event Planner (6292U), Berkeley Law - 75467
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251671>

Downloaded On: Jan. 18, 2025 6:11pm

Posted Jan. 15, 2025, set to expire May 14, 2025

needs, and are subject to change.

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.

Misconduct

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

Other Information

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

Event Planner (6292U), Berkeley Law - 75467
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251671>

Downloaded On: Jan. 18, 2025 6:11pm

Posted Jan. 15, 2025, set to expire May 14, 2025

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

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

,