

Events Specialist 3 - The Miller Institute (6292U) 75956
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252475>

Downloaded On: Feb. 4, 2025 2:58am

Posted Jan. 31, 2025, set to expire Jun. 30, 2025

Job Title	Events Specialist 3 - The Miller Institute (6292U) 75956
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 31, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Communications/Public Relations
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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 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.

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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 Miller Institute for Basic Research in Science is an endowed research institute on the Berkeley campus. Established in 1955, the Miller Institute serves postdoctoral fellows, visiting professors and University of California faculty from a broad departmental range throughout the basic sciences. Each year the Institute hosts between 35-50 members from the United States and abroad who are placed in numerous diverse campus departments. Over the past 65+ years the Institute has hosted more than 1,200 scientists, including several Fields Medalists and Nobel Prize winners.

Application Review Date

The First Review Date for this job is: February 12, 2025

Responsibilities

- Plans and manages medium to moderately complex events involving members and guests of the Institute. These include:
 - Formal events such as reception and dinners
 - Informal events like picnics, hikes, happy hours and small group meals.
 - Weekly Tuesday luncheon and science talk.
 - Annual weekend-long symposium.
 - Professional development seminars and an annual half-day retreat for new members.
 - Manages logistical details for executive committee and advisory board meetings.
 - Implements new and special events as needed.
- Develop and maintain vendor relationship on behalf of the Institute.
- Develops and coordinates guest lists.
- Develops and implements event budgets with CAO and Financial Administrator. Completes

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required events-related forms, such as alcohol permit, exceptional approval requests, and Banquet Event Orders (BEOs).

- Contributes to and participates in long-range unit event planning with CAO. Maintains yearly calendar of events.
- 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.
- Keep up to date with campus policies and rules about events and gatherings including disability accommodations for events, advise Chief Administrative Officer on internal events policies, participate in campus groups related to events.
- Convene and lead Miller Institute Social Committee with Fellows and Faculty to support event and activity goals
- Work with Chief Administrative Officer and Program Administrator to conduct outreach on campus promoting Institute programs
- Make lodging and travel bookings for invited guests and speakers as needed.
- Occasional evenings and weekends are required.

Required Qualifications

- Thorough knowledge and understanding of concepts, principles and practices of event planning, including event design, organization and production.
- Ability to gain thorough knowledge of the campus, its vision, mission, programs, policies, achievements and infrastructure.
- Ability to gain knowledge of University policies and procedures relating to the use of University facilities, event management and presentation.
- Demonstrates good judgment in making decisions and managing events. Skill in effectively meeting budget and time constraints.
- Demonstrated organizational and project management skills to work successfully to produce high quality events.
- 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.
- 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.
- Proven ability to work on several tasks simultaneously. Skill at responding effectively to priorities and setting deadlines.

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- 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.
- Ability to effectively work with invited guests, donors, and university VIPs.
- 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.
- 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 range that the University reasonably expects to pay for this position is \$86,000-\$93,000

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.
- This position is eligible for up to 60% remote work.

How to Apply

To apply, please submit your resume and cover letter.

Referral Source info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail**

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address in the **Specific Referral Source** field. Please enter only one name and email.

Misconduct Disclosure

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](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

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



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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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