

Employer Relations Specialist (4722C), Berkeley Career  
Engagement - 76366  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253541>

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Posted Feb. 20, 2025, set to expire Jun. 30, 2025

<b>Job Title</b>	Employer Relations Specialist (4722C), Berkeley Career Engagement - 76366
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Feb. 20, 2025
<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 - 76366**

**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

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).

### Position Summary

The Employer Relations Specialist has three core areas of responsibility.

The incumbent supports Berkeley Career Engagement's direction to provide centralized and customer-focused Employer Relations services to Employers, Students, Alumni, and Grad School Recruiters. This primarily includes providing primary administrative and programmatic support to 15-20 major career, internship and graduate school fairs, forums, and events each year. They will also provide

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support to other office administrative functions when needed, such as scheduling interviews for employers, approving jobs, events, and providing resources and direction through email and phone correspondence.

Provides expertise utilizing Handshake (BCE's online, career management platform) to manage career fairs, process payments, schedule events, provide analyses & reports; as well as utilize other applications and programs used to administer activities, events, and resources.

Provides front-line customer support for Employer Relations through managing phone lines and multiple shared email accounts. This includes activities that are carried out within the facility as well as at other venues on campus (e.g. career fairs).

### **Application Review Date**

The First Review Date for this job is: 03/04/2025.

### **Responsibilities**

#### **EVENT AND ACTIVITY COORDINATION**

- Coordinates career fair registration process within the Handshake system-creates event registration forms/career fair templates, reviews and confirms registrations, processes invoices/receipts, and tracks payment of fees. This would include tasks such as processing and recording payments, refunds, and tracking past-due payments.
- Collaborates with career fair team leaders to ensure completion of all fair coordination tasks before deadlines.
- Prepares materials and performs set-up, day-of assistance, and take-down of in-person events, provides virtual event facilitation, assists students/recruiters, troubleshoots problems with facilities and event staff. This could include creating signage, running mail merge files or creating day-of maps for students. Oversees inventory of career fair supplies and alerts manager when replacement materials need to be purchased.
- Supports data collection and reporting after events.
- Schedules vendor orders for all career fairs and works with Business Operations and Procurement to create purchase orders when needed.
- Oversees employer reservation scheduling of the Blue and Gold meeting rooms within the BCE office. Coordinate scheduling of BCE staff and/or student workers who will be onsite during reserved times and will handle room setup and reset for each event.

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## CUSTOMER SERVICE

- 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.
- 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

- 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.
- Other duties as assigned.

## PROFESSIONAL LEARNING AND GROWTH

- 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).

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- 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.
- Must possess computer skills sufficient to competently operate on-line systems and complex PC-based applications, including 3rd party recruiting software, Microsoft Word, Excel, Google Suite and Adobe Acrobat.
- Must be able 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.
- Must possess 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.
- Strong analytical, organizational, and leadership skills are essential.
- Must be able 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.
- Able to work independently, establishing priorities with minimal supervision, as well as able to function as an effective team member in a diverse environment.
- Must possess well-developed organizational skills, attention to detail, and ability to work under deadlines in a fast-paced environment serving a diverse clientele.
- Must be able to plan, schedule, motivate and direct the work of others including student workers, volunteers, and staff assigned to career fairs and employer reserved events in the Blue and Gold rooms in the BCE office.
- High school diploma and/or equivalent experience/training.

### Salary & Benefits

This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid biweekly at an hourly rate and is eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [https://apptrkr.com/get\\_redirect.php?id=6019004&targetURL=](https://apptrkr.com/get_redirect.php?id=6019004&targetURL=)



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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) - \$34.74 (Step 8).

### 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 position is eligible for up to 40% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

### 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

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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 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.

### 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:

[https://apptrkr.com/get\\_redirect.php?id=6019004&targetURL=](https://apptrkr.com/get_redirect.php?id=6019004&targetURL=)

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[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 [https://apptrkr.com/get\\_redirect.php?id=6019004&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=6019004&targetURL=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.

#### **Contact**

N/A

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