

Employer Relations and Recruitment Programs Manager  
(6300U), Berkeley Law - 76950  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254473>

Downloaded On: Apr. 2, 2025 10:26pm

Posted Mar. 17, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Employer Relations and Recruitment Programs Manager (6300U), Berkeley Law - 76950
<b>Department</b>	Berkeley Law
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Mar. 17, 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
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6080580">https://apptrkr.com/6080580</a>

**Apply By Email**

**Job Description**

Image not found or type unknown



**Employer Relations and Recruitment Programs Manager (6300U), Berkeley Law - 76950**

**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.

Employer Relations and Recruitment Programs Manager  
(6300U), Berkeley Law - 76950  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254473>

Downloaded On: Apr. 2, 2025 10:26pm

Posted Mar. 17, 2025, set to expire Jul. 1, 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

The Career Development Office (CDO) assists Berkeley Law's 900+ J.D. students and the members of its 10,000+ alumni community in shaping and attaining their short- and long-term career goals. The CDO provides individually tailored, client-driven career counseling as well as creating, planning, developing, and implementing cutting-edge programs, networking events and resources that address a full array of legal career pathways.

UC Berkeley's School of Law is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. The law school is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national and global import. Currently ranked among the top law schools in the country, the School of Law has ambitious development goals as it looks to continue producing leaders in law, government, and society. The Employer Relations and Recruitment Programs Manager ("PM") assists Berkeley Law's 900 J.D. students and the members of its 10,000+ alumni community interested in pursuing legal careers, in attaining their short- and long-term career goals. As a well-connected, knowledgeable expert on UC Berkeley policies, the legal job market, and legal recruiting technology, the PM accomplishes this by coordinating our administrative processes, maintaining and implementing new technologies, as well as by creating, planning, developing, and implementing cutting-edge programs, networking events and resources that address a full array of legal employment opportunities. The PM must also assist in maintaining the CDO's current employer relationships as well as engaging in employer outreach efforts to cultivate new relationships to ensure our students have the best available access to networking and job opportunities as soon as they present themselves.

### Application Review Date

Employer Relations and Recruitment Programs Manager  
(6300U), Berkeley Law - 76950  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254473>

Downloaded On: Apr. 2, 2025 10:26pm

Posted Mar. 17, 2025, set to expire Jul. 1, 2025

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

### Responsibilities

- Plans, develops, and implements programs, events, and communication strategies designed to serve employers' and students' needs.
- Develops and implements on- and off-campus interview and application programs, receptions, table-talk sessions, and career fairs where employers can connect with and recruit students (e.g., PIPS Career Fair with 80+ public interest/public sector employers nationwide).
- Maintains the CDO's career services management platforms that house employer and student employment data, job opportunities, and interview scheduling, including b-Line (powered by Symplicity), Flo Recruit, and AirTable.
- Oversees the generation of employment outcome reports from the database.
- Oversees the implementation of new platforms as necessary.
- Serves as the primary point of contact for employers interested in connecting with Berkeley Law students/alums.
- Consults and strategizes with employers on how to recruit for various levels of experience.
- Stays up to date on hiring trends, the legal market, and economic trends to provide the best possible advice.

### Supervision:

- Responsible for the employment, selection, training, development, performance management, evaluation, counseling, and discipline of assigned staff employees and student workers.
- Develops metrics for assessing the successful execution of job responsibilities and holds direct reports accountable for achieving goals.
- Conducts regular check-in meetings/conversations with direct reports and delivers performance reviews per campus policies.
- Develops and implements performance improvement plans, including execution of disciplinary actions as needed.
- Trains, coaches, and develops direct reports.

### Employment Outcomes Data Management:

- Oversees the gathering and reporting of employment outcomes data, audited by the ABA.
- Conducts detailed follow-up with 300+ recent graduates to collect post-graduate employment information required by the ABA.
- Ensures reported data accurately reflects employment outcomes of the recent graduating class.

Employer Relations and Recruitment Programs Manager  
(6300U), Berkeley Law - 76950  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254473>

Downloaded On: Apr. 2, 2025 10:26pm

Posted Mar. 17, 2025, set to expire Jul. 1, 2025

**Administrative Operations & Technology:**

- Manages, plans, and administers administrative operations, including front desk operation and CDO email inbox.
- Applies advanced knowledge as a technical leader to recommend new technologies (e.g., virtual kiosk for contactless check-ins, video conferencing platforms, online employer research tools).
- Provides recommendations for optimizing existing technologies.
- Applies an advanced understanding of employer needs to develop innovative and customized student-employer engagement strategies.
- Maintains relationships with technology platform providers, including Flo Recruit, Qualtrics, Vault, and Firm Prospects.
- Conducts regular vendor meetings to discuss new offerings.
- Collaborates with vendors to update systems and consults on new product development.
- Maintains the CDO website and internal document storage drive.

**Financial Administration Oversight:**

- Directs and oversees expense processing.
- Collects and tracks revenue related to employer participation in CDO recruitment programs.
- Negotiates contracts for CDO events and technology vendors.

**Communications & Website Content:**

- Assists in designing and drafting organizational website content.
- Drafts communications for employers and students.

**Required Qualifications**

- Advanced knowledge of and/or ability to quickly learn common organizational- or research-specific and other computer application programs.
- Strong communication and interpersonal skills to communicate effectively with all levels of staff and influence, both verbally and in writing.
- Ability to use discretion and maintain all confidentiality.
- Advanced project management skills.
- Thorough knowledge of organizational or initiative processes, protocols and procedures.
- Ability to multi-task with demanding timeframes.
- Advanced knowledge of applicable policy analysis techniques.

Employer Relations and Recruitment Programs Manager  
(6300U), Berkeley Law - 76950  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254473>

Downloaded On: Apr. 2, 2025 10:26pm

Posted Mar. 17, 2025, set to expire Jul. 1, 2025

- Advanced analytical / problem-solving skills.
- 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.

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 \$96,000.00 - \$112,900.00. 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% remote work (1 day/week). Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

**How to Apply**

To apply, please submit your resume and cover letter.

Employer Relations and Recruitment Programs Manager  
(6300U), Berkeley Law - 76950  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254473>

Downloaded On: Apr. 2, 2025 10:26pm

Posted Mar. 17, 2025, set to expire Jul. 1, 2025

### **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.

### **SB 791 and AB 810 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](#)

### **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 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.



Employer Relations and Recruitment Programs Manager  
(6300U), Berkeley Law - 76950  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254473>

Downloaded On: Apr. 2, 2025 10:26pm

Posted Mar. 17, 2025, set to expire Jul. 1, 2025

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

,