

ALUMNI EXTERNAL REL SPEC 3 University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254627>

Downloaded On: Apr. 2, 2025 10:28pm

Posted Mar. 20, 2025, set to expire Jul. 1, 2025

Job Title	ALUMNI EXTERNAL REL SPEC 3
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 20, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Communications/Public Relations Alumni Relations
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Job Description	

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ALUMNI EXTERNAL REL SPEC 3er Science

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

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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

EECS is the largest Department on the UC Berkeley campus, consisting of over 150 faculty, adjunct, active emeriti and PIR appointments, 3,000 undergraduates across the College of Engineering and Computing, Data Science, and Society (CDSS) 700 graduate students, and ~65 staff members. The department reports to both the College of Engineering and CDSS.

Our top-ranked programs attract stellar students and professors from around the world, who pioneer the frontiers of information science and technology with broad impact on society. Underlying our success are a strong tradition of collaboration, close ties to industry, and a supportive culture.

Berkeley EECS offers one of the most comprehensive instructional and research programs available anywhere in our field. We have a particular strength in large interdisciplinary real-world system projects that bring to bear core technologies seamlessly across electrical engineering and computer science.

This position provides operational support for the EECS External Relations Group (XRG) within EECS. The position is under the general supervision of the Director of External Relations. XRG was established to encourage and facilitate the close cooperation between members of industry and government, and the department. Its role is three fold: (1) to facilitate timely transfer of research results to industry and alumni, (2) to help keep research focused on problems that interest industry and alumni (3) to encourage industrial funding to support educational and research activities at Berkeley.



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Application Review Date

The First Review Date for this job is: 4/1/25 - Open Until Filled

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Responsibilities

40% - In partnership with the Department leadership (the External Relations Vice Chairs, Director of External Relations, Department Chairs, etc.) develops and implements programs related to external relations and communications, including planning and implementing the EECS External Advisory Board, the EECS Department Colloquium Series, and other programmed interactions with alumni and industry, as well as suggesting new means and venues of interacting with alumni and stakeholders. Responsible for overseeing logistics related to communicating information to department constituencies (e.g., donors, board members, alumni, etc.). Recommends and debriefs the leadership on program activities to make improvements. Review and report on the status of program planning and budget regularly and proactively. Collaborates with and debriefs faculty and other constituencies to solicit feedback and implement suggestions from faculty, staff and students for subsequent years. Plans other activities such as annual research reviews for special constituencies and alumni, and organizes meetings for individual faculty and research groups on as-needed basis.

20% - Reviews and prepare comprehensive briefings for both faculty and visitors to provide the key information to enable successful visits. Oversees all logistics. Follows up with visitors and cultivates relationships with existing constituents and makes suggestions to leadership on how to further relationships.

20% - Researches various topics and gather relevant data related to alumni and industry interaction, consider and brief others on best practices in alumni engagement, and assist with the alumni newsletter in collaboration with EECS communications staff.

10% - Consults and provides support for planning and coordinating activities like the annual Student Awards Ceremony, annual Staff Appreciation Luncheon, Winter Holiday Reception, retirement receptions, staff award recognition gatherings, etc.

5% - Responds to general inquiries from the public and department stakeholders.

5% - Plan and coordinates a wide variety of ad hoc tasks and special projects assigned by the External Relations Vice Chair and Director of Operations. Provide backup support to other XRG members in dealing with the CAP program, industry partners, gift and in-kind donations, etc.

Required Qualifications

- Exceptional interpersonal and customer service skills.

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- Outstanding communication skills.
- High degree of flexibility and enthusiasm.
- Demonstrated ability to effectively work with faculty, students and staff.
- Demonstrated team-focused approach by collaborating, coordinating and working closely with fellow unit personnel.
- Proven ability to shift priorities, work independently, and meet deadlines and customer needs.
- Be able to work late or unusual hours, on occasion.
- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

Thorough knowledge of the campus (EECS in particular), its mission, goals, objectives, programs achievements, infrastructure and issues of concern.

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 \$72,600 - \$100,800. Salary commensurate with experience.

- This is a 100% (40 hrs/week) career position. Eligible for full benefits.

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

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 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

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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

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