

Event Parking Coordinator (6291U), Parking &
Transportation - 78106
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256572>

Downloaded On: May. 8, 2025 12:13am

Posted May 5, 2025, set to expire Jul. 1, 2025

Job Title	Event Parking Coordinator (6291U), Parking & Transportation - 78106
Department	Parking & Transportation
Institution	University of California, Berkeley Berkeley, California
Date Posted	May 5, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator Professional Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Apply Online Here	https://apptrkr.com/6203252
Apply By Email	

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

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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.

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 UC Berkeley Parking & Transportation Department provides a full range of parking and transportation services, serving a diverse community of more than 35,000 students and 15,000 faculty and staff, and many campus visitors annually. Ensure and facilitate vehicular access to the campus and furnish sufficient parking to meet the demands of the campus community. Maintain optimal condition and safety of campus vehicles, roads and facilities. Administer parking enforcement to protect the parking privileges of permit holders and visitors. Provide sustainable transportation alternatives in transporting the UC Berkeley community, reduce vehicle congestion and promote clean air. The Special Events Program involves the arrangement of parking for approximately 1,500 events annually, Event sizes ranges from 15-60,000 in attendance. The emphasis is placed on providing parking for special events while continuing to accommodate the parking and needs of campus permit holders.

Position Summary

Involves the planning and organizing of Event parking for as many as 1,500 events per year for campus departments and non-affiliate events. Assist Special Events Supervisor with special event parking inquiries, orally and in writing. Manage routine event arrangements, enter event data into database and produce Event worksheets and Weekly Activity Reports. This position will assist with the oversight of field operations of evening and weekend events. Oversee the activities of the Intercampus ADA transport service (Loop) for faculty, staff and students during hours of operation.

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Application Review Date

The First Review Date for this job is: 05/16/2025.

Responsibilities

- Provide on-going high-quality service to the campus.
- Assist Special Event Parking Supervisor with special event parking inquiries, orally and in writing.
- Manage routine event parking arrangements.
- Enter event data into database and produce Event Contracts to send to clients.
- Maintain a good working knowledge of departmental policies and procedures governing permit regulations, parking enforcement and attendant parking procedures.
- Assist with scheduling Event staff in WhentoWork program.
- Monitor WhentoWork and keep track of Parking Assistants working Loop, Events and Kiosk shifts, number of hours per attendant, and costs.
- Prepare Event permits, permit packets and other items required for events.
- Provides training and monitors use of equipment and vehicles for compliance with Department and State safety standards, unit operational guidelines and the California Vehicle Codes.
- Assist Special Events Supervisor with billing for campus departments (recharges) and non-affiliate events (checks and credit card transactions) on a bi-weekly basis.
- Assist Supervisor with purchasing equipment and supplies through BearBuy.
- Advise Supervisor of modifications needed for database to maximize efficiency.
- Oversees Fields Staff Support.
- Supervision of Student Staff (For Loop and Football Golf Carts).
- Serves on unit or department committees, represent Department/Campus on issues; responds to questions as required.
- Performs other duties as required.
- Personal development.
- Ongoing learning and training.
- Other miscellaneous tasks as assigned.

Required Qualifications

- Working knowledge of concepts, principles and practices of event planning and production and public relations.
- Working knowledge of and/or can quickly learn the campus, its programs, policies, mission, goals, objectives, achievements and infrastructure.

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- Working organizational skills, including skill in effectively coordinating and organizing multiple details.
- Excellent organizational abilities appropriate to effective calendar management and student and/or volunteer scheduling.
- Good interpersonal communication skills and political acumen, including skill in effectively representing the campus, medical center or other university organization to its publics.
- Good judgment and effective decision-making and problem resolution skills, including skill to recognize and deal effectively and appropriately with real and potential problem areas, including skill to determine the issues/problems that need to be brought to the attention of higher-level staff and/or management.
- Ability to work in diverse groups, including but not limited to students, staff, faculty, general public, production personnel, technical operators and performing artists.
- Ability to work professionally under pressure and under tight deadlines ensuring excellent customer service support.

Preferred Qualifications

- 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 hourly rate that the University reasonably expects to pay for this position is \$30.00.

- This is a full-time, Career position that is eligible for full UC benefits.
- This is a non-exempt, bi-weekly paid position.

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How to Apply

- To apply, please submit your resume and cover letter.

Driving Required

- Required to hold valid driver's license, have a driving record that is in accordance with local policies/procedures, and/or enroll in the California Employer Pull Notice Program.

Other Information

- This is not a visa opportunity.

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 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](#)

[UC Anti-Discrimination Policy](#)

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[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

[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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