

Employer Engagement Events Coordinator (6292U),
Berkeley Career Engagement - 78152
University of California, Berkeley

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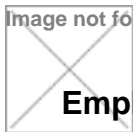
Posted May 12, 2025, set to expire Jul. 1, 2025

Job Title	Employer Engagement Events Coordinator (6292U), Berkeley Career Engagement - 78152
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	May 12, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator Professional Staff
Academic Field(s)	Human Resources 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.

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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.

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. Our office helps 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

Translates constituent needs and priorities into customized programs to create, enhance, and sustain relationships between the campus and its external constituencies. Manages opportunities to connect

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Berkeley students with the top employers and graduate programs in the country which are critical to the campus's and partner academic departments' overall donor relationships.

Application Review Date

The First Review Date for this job is: 05/20/2025. All applications submitted by May 25, 2025 will receive full consideration.

Responsibilities

Plans, organizes, and identifies real and potential event locations and vendors.

- Plans, coordinates, and executes recruiting events, such as career fairs, managing logistics with multiple campus and off-campus service vendors to produce smooth-running, effective events. Develops and enforces relevant employer policies and procedures as they relate to fairs and forums.
- Negotiates costs and confirms all advanced vendor arrangements (parking on/off campus, facilities layouts, courier orders, catering, and shipping arrangements). Acts as the main liaison to business operations, analyzes and reviews event data, and recommends future fee structures, vendor budgets, revenue sharing, and other financial touchpoints of the fair, in consultation with ER leadership.
- Provides on-site management of other Berkeley Career Engagement (BCE) staff, multiple vendors, student organizations, and volunteers at each event. Develops professional guidelines for student organizations when they volunteer at fairs. Monitors organizations registered to attend fairs to anticipate possible issues/or protests (e.g., military, medical testing, oil companies, international employers with human rights issues) and advises appropriate campus entities of the potential need for concern.

Strategic Planning

- Researches, designs, and develops new employer/graduate schools career fairs and forums. Identifies emerging fair and event needs and conducts analysis to determine the scope and size of new events within the context of the overall strategic plan for Employer Relations.
- Recommends adjustments to strategic plans to address shifts in students' needs and changes in job market trends.
- Consults with Berkeley Career Engagement managers, counselors, and/or campus partners regarding events to coordinate with ancillary programming or special considerations (e.g.,

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invitations to campus donors). Benchmarks resources and services with other campus units or college/university career centers as needed.

Technology Platform

- Manages the Career Fair Management system (currently using Handshake) that supports all event management functions, including event registrations, confirmations, fee collections, employer and student marketing, and reporting. Develops new ways to use the system to streamline processes. Identifies and troubleshoots technical issues.

Determines and coordinates staffing needs.

- Serves as the work lead for ER administrative staff who are directly supporting career fair planning and execution, by assigning and delegating tasks.
- May supervise student assistant(s).

Employer Engagement

- Focuses on building a better understanding of needs, perceptions, and preferences in order to provide improved and effective service. Oversees and develops effective strategies to engage and serve both students and employers through in-person, virtual, and hybrid formats and program execution responsibilities.
- Establishes new relationships with corporations and other organizations related to career opportunities for assigned career fields. Promotes partnerships and enhances the campus's relationship with outside organizations.
- In collaboration with BCE team members, provides consultation to employers regarding effective campus recruiting, branding, and visibility strategies. Develops guidelines for Employer Relations staff to advise employers/graduate school recruiters regarding best/alternative fair options, recruiting resources, etc.

Execute Administrative Functions

- Participates in office and/or campus committees.
- Attends and actively contributes to staff and unit meetings.
- Pursues professional development opportunities which will enhance their understanding of trends

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as they relate to their position and the field in general.

Required Qualifications

- Highly developed interpersonal communication skills including political acumen and social perceptiveness.
- Demonstrated advance understanding and ability to work effectively and collaborate with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Must demonstrate strong interpersonal, written, and verbal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds with competing priorities.
- Skilled in effectively meeting budget and time constraints.
- Ability to give clear directives and use independent, rational judgment to make optimal decisions.
- Knowledge of crowd management, crowd safety protocols, security and emergency procedures related to small, medium and large-scale gatherings.
- Demonstrated organizational and project management skills to work successfully with clients to produce high quality events that meet client needs and appropriately represent the campus; that is, for fundraising events, skills to provide excellent donor stewardship.
- Strong program management experience, including systems/information management, program development, program review and budgeting.
- Experience maintaining a high standard of productivity within a broad scope of responsibility despite frequent interruptions.
- Ability to complete a large volume of diverse tasks efficiently, meeting established deadlines.
- Knowledge of marketing principles and effective communication strategies to engage various stakeholders.
- Adept at learning and implementing new technologies to administer events (both in person and virtual).
- Ability to influence and bring together teams, collaborate, and delegate in order to execute complex events and initiatives.
- 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.

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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 annual salary range that the University reasonably expects to pay for this position is \$78,000.00. - \$85,000.00.

How to Apply

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

Other Information

- 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 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.

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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](#)

[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](#).

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.

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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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