

Information and Event Specialist (4722C), Berkeley
Career Engagement - 78199
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256850>

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

Job Title	Information and Event Specialist (4722C), Berkeley Career Engagement - 78199
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	Professional Staff
Academic Field(s)	Communications/Public Relations Administrative Support/Services
Apply Online Here	https://apptrkr.com/6219031
Apply By Email	

Job Description

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Information and Event Specialist (4722C), Berkeley Career Engagement - 78199

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

Berkeley Career Engagement (BCE) plays a critical role in preparing students for graduation and beyond. BCE 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 /graduate school options - whether they are building upon a liberal arts education, leveraging their academic preparation in business or engineering, envisioning a future in medicine, or seeking a career in the corporate or nonprofit workforce.

Position Summary

This Information & Event Services Specialist role has three core functions. The incumbent provides:

Front-line customer support for Berkeley Career Engagement's multiple constituencies: students, alumni, employers, campus faculty & staff, etc.

High-level administrative and operational support that undergirds the wide range of Berkeley Career Engagement activities; both those carried out within the facility as well as at other venues on campus (e.g., career fairs).

Expertise utilizing Handshake (Berkeley Career Engagement's online, career management platform) to schedule events, manage access for different client types, provide analyses & reports; as well as utilize other applications and programs used to administer activities, events, and resources.

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Application Review Date

The First Review Date for this job is: 05/22/2025.

Responsibilities

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 Berkeley Career Engagement services, solves problems, and interprets policies, procedures, and regulations related to issues such as services eligibility, appointment scheduling.
- Provides guidance to employers seeking to recruit Berkeley students through such services as on-campus recruiting, job listings, career fairs, and other activities coordinated by the 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.

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.
- Coordinates event calendars for multiple parties and rooms/locations, using relevant technology and minimal direction.
- Makes appropriate recommendations based on programmatic needs, special circumstances (e.g., accommodating students with visually-impairments), and availability.
- Assists with facilities maintenance projects and opens/closes building on a pre-set schedule.
- Applies knowledge of specialized software, troubleshoots/reports systems problems and recommends enhancements to the Associate Director that may result in changes or upgrades.

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- Assists in the development, design, testing, maintenance/update of website resources, FAQs and forms.
- Utilizes content management system (WordPress) to maintain and update areas of the Berkeley Career Engagement's website as assigned.

EVENTS AND ACTIVITY COORDINATION

- Coordinates large, complex conferences/programs/recruiting activities for multiple parties and rooms/locations, using relevant technology and with minimal direction.
- Facilitates frequent employer and student schedule changes based upon extensive knowledge of programmatic considerations, previous employer contacts, space limitations, special equipment or room needs (such as capacity issues or the accommodation needs of visually impaired students).
- Monitors employers' visits and approves employer registrations, reviews job descriptions/screening criteria and information sessions for online publication as assigned.
- Recognizes and identifies appropriate follow up measures needed and responds appropriately (e.g. time-sensitive, confidential, etc.). Uses judgment and makes referrals as necessary.
- Assists with career fair creation and registration process, which may include setting up and testing the fair registration process within our current systems, processing employer registrations and responding to and troubleshooting online inquiries as assigned.
- Composes and prints signage and other advertising materials as needed.

PROFESSIONAL LEARNING AND GROWTH

- Actively participates and engages with the Career Center staff during staff meetings, staff development exercises and periodic retreats.
- Actively contributes to a team environment that values and supports an inclusive, respectful, and collaborative workplace for all.
- Serves on internal committees that are responsible for identifying issues and/or providing solutions for specific Berkeley Career Engagement needs or initiatives.

Required Qualifications

- Thorough knowledge in administrative procedures and processes including computer skills sufficient to competently and efficiently utilize word processing, spreadsheet and database applications.

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- Solid verbal and written communication skills and interpersonal skills, active listening, critical thinking and time management skills.
- Interpersonal and work leadership skills sufficient to provide guidance to other nonexempt personnel/student staff.
- High school diploma 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 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

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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.

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](#)

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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

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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

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