

Program and Events Specialist (6291U), Bakar  
BioEnginuity Hub - 78645  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258016>

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Posted Jun. 9, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Program and Events Specialist (6291U), Bakar BioEnginuity Hub - 78645
<b>Department</b>	Bakar BioEnginuity Hub
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jun. 9, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Communications/Public Relations Administrative Support/Services
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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.

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 global transition to advanced energy systems represents a massive economic and technological opportunity. Modern infrastructure faces unprecedented challenges in efficiency, resilience, and resource optimization that demand breakthrough solutions. Researchers at UC Berkeley and Lawrence Berkeley National Laboratory are developing transformative technologies in renewable energy generation, advanced materials engineering, and resilient infrastructure design. From novel battery chemistries and lightweight composites to smart materials that respond to environmental conditions, these innovations require new approaches to scalable manufacturing. The challenge is bridging the gap between laboratory discoveries and market-ready solutions through advanced manufacturing processes that can produce these next-generation materials at commercial scale.

Located at Bakar Labs, our new pilot program will serve as a nexus for excellence, innovation, and entrepreneurship in energy, materials, and resilient solutions. This initiative will lower the barriers to translating impactful discoveries into companies that can create scalable technologies. It will establish a new vertical within Bakar Labs, focusing on breakthrough innovations across next-generation energy systems, advanced materials engineering, and modern manufacturing methods-including additive manufacturing, precision synthesis, and automated production systems.

Building on the proven success of the life-science focused Bakar Bio Labs and QB3, a multi-campus UC institute focused on scientific innovation and entrepreneurship, this program will create pathways for materials and manufacturing innovations to reach commercial markets.

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### **Position Summary**

The Program and Events Specialist provides the administrative direction and support for key the Bakar Labs This employee will perform administrative services for event planning and general administration.

### **Application Review Date**

The First Review Date for this job is: 06/19/2025.

### **Responsibilities**

Event Planning: manage or coordinate all aspects of event planning including but not limited to event timing, agenda planning, registration, budgeting, transportation and parking, travel and hospitality and payment to vendors.

- Determines and coordinates staffing needs.
- Develops and coordinates RSVP and guest lists.
- Creates a budget.
- Manages event calendar and space booking.
- Works with caterers and vendors.
- Acquires necessary approvals and permits for the event.
- Ensures smooth-running, effective events, including successfully recognizing and resolving potential and real problems in a timely manner using tact, sensitivity, discretion and political acumen.
- Manages and oversees on the day of events.

Manage purchasing and reconciliation:

- Assists with entertainment, purchasing, and travel policies.
- Manages credit cards and chart strings.

Assist with social media and website management:

- Newsletters.
- Create graphics and fliers.
- Take and edit photos.
- Creating webpages for events.

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**Manage Recurring Programs and Office Hours:**

- CEO Circle.
- Creates a program and schedule for each event.
- Invites speakers.
- Works with tenant CEOs to create topics.
- Lunch and Learns/Office Hours.
- Scheduling.
- Sending out communications.

**General Administration:**

- Develops and maintains a system to track all partner relationships.
- Creates and maintains a system to track planning and execution of Selection Committee Meetings.
- Creates and maintains a system to track the Bakar Labs application process.
- Assists in scheduling meetings for staff with faculty, investors, partners, collaborators.
- Creates forms, surveys, and documents for internal and external distribution.
- Communicates logistics with guests (address, parking, lunch, etc.).
- Develops a system to track and manage scheduling, expenses, event planning and speaker content.

**Required Qualifications**

- Working organizational skills, including skill in effectively coordinating and organizing multiple details.
- Excellent organizational abilities appropriate to effective calendar management and scheduling.
- Advanced project management skills, including skills to plan and implement successful events.
- 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.
- Good interpersonal communication skills and political acumen
- 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
- Ability to work in a variety of groups, including but not limited to students, staff, faculty, general

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public, investors and other partners.

- Ability to work independently and professionally under pressure and under tight deadlines
- Advanced written, verbal, and interpersonal communication skills, including skill to produce information that is appropriately presented and effectively received by partners.
- 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 range that the University reasonably expects to pay for this position is \$30.00 - \$39.00.

### **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 30% 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

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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](#)

[Abusive Conduct in the Workplace](#)

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

**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)

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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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