

Events & Administrative Coordinator, Advocacy
Competitions Program (4263C), Berkeley Law - 78643
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258078>

Downloaded On: Jun. 13, 2025 5:21am

Posted Jun. 10, 2025, set to expire Jul. 1, 2025

Job Title	Events & Administrative Coordinator, Advocacy Competitions Program (4263C), Berkeley Law - 78643
Department	School of Law
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jun. 10, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/6284958

Apply By Email

Job Description

Image not found or type unknown

Events & Administrative Coordinator, Advocacy Competitions Program (4263C), Berkeley Law - 78643

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

Events & Administrative Coordinator, Advocacy
Competitions Program (4263C), Berkeley Law - 78643
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258078>

Downloaded On: Jun. 13, 2025 5:21am

Posted Jun. 10, 2025, set to expire Jul. 1, 2025

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

UC Berkeley School of Law is one of the world's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. Berkeley Law is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national, and global import. Berkeley Law experiential learning programs prepare law students to practice law at the highest levels of the legal profession.

One of these core programs is Advocacy Competitions. Over 200 students participate annually in competitions in three main areas: Alternative Dispute Resolution, Appellate Advocacy, and Trial Advocacy. Opportunities are made available through the Advocacy Competitions Program for students to compete externally (traveling to other law schools' competitions) or internally (in-house competitions designed by Berkeley Law for its students only). Students who compete externally are members of the co-curricular student organization Board of Advocates (BOA). They receive extensive coaching from alumni practitioners and fellow students. BOA teams enjoy tremendous success, winning at regional and national events and consistently out-performing other top law schools. Internal competitions are designed and operated by program staff in coordination with volunteer students and campus services.

This position performs administrative duties for the Advocacy Competitions Program, which has grown significantly since 2009. The Advocacy Competitions Program supports student participation in 30+ inter-school advocacy competitions and hosts 5 intra-school competitions each year. In past years, the program has also supported annual events such as Ninth Circuit Court Day and various guest

**Events & Administrative Coordinator, Advocacy
Competitions Program (4263C), Berkeley Law - 78643
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=258078>

Downloaded On: Jun. 13, 2025 5:21am

Posted Jun. 10, 2025, set to expire Jul. 1, 2025

speakers. Administrative services span many departments within the law school including activities in business services, communications, facilities, student services, library, media services, and information technology (including database management). General management includes assisting in long- and short-range strategic planning in carrying out the mission and activities of the programs. This involves coordinating with business services, budget compliance and projections, arranging travel, communicating with students and volunteer coaches, assisting with program publicity, web design and content management, and assisting with the revision of program policies as needed.

Application Review Date

The First Review Date for this job is: 06/20/2025.

Responsibilities

- Administers operational programs and activities for Advocacy Competitions within Berkeley Law, which may include some of the following functions including: travel arrangements, business services, finance, facilities, space planning, student services, human resources, communications, and informational technology.
- Tasks are of moderate scope and complexity and require exercising independent judgment within defined guidelines to determine appropriate action.

Internal Advocacy Competitions - Program Administration

- Provides administrative support and assists with the coordination of five internal competitions, totaling approximately 30+ events annually as needed.
- Assists with coordinating graduation awards for internal and external competition participants.

External Advocacy Competitions (Board of Advocates - BOA) - Program Administration

- Tracks and reports BOA student competition participation and other obligations for credit purposes to the Assistant Dean of Academic Planning.
- Sends and documents receipt of volunteer BOA coach agreements; revises agreements annually in coordination with the Director of Advocacy Competitions and Assistant Dean of Curriculum Planning.
- Reviews requested BOA competitions in coordination with the Director of Advocacy Competitions.
- Attends meetings with student leaders and student BOA members as appropriate.

Events & Administrative Coordinator, Advocacy
Competitions Program (4263C), Berkeley Law - 78643
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258078>

Downloaded On: Jun. 13, 2025 5:21am

Posted Jun. 10, 2025, set to expire Jul. 1, 2025

- Interprets and applies law school policies related to student organizations and competition-related events as needed.
- Communicates any changes to students and volunteer coaches in a timely manner.
- Processes competition registration forms and payments for competitors.
- Trains student members in reimbursement procedures.
- Serves as approver for reimbursement purposes.
- Submits briefs for competitors as needed.
- Completes miscellaneous projects relating to BOA competitions as assigned by the Director of Competitions.

Competition Travel Arrangements and Reimbursements

- Coordinates domestic travel for all BOA competitions (year-round) as well as the final round judges for the McBaine Honors Moot Court Competition.
- Creates DBIDs for competition travelers and sends authorization emails to BCD Travel/Connexus and travelers.
- Ensures new coaches are vendored in the campus system.
- Collects and processes honoraria requests as needed.
- Books hotels for travelers as appropriate.
- Serves as primary point of contact for inquiries related to competition travel.
- Supports the business services needs of competitions, including reimbursing BOA coaches and students based on approved policies and procedures.
- Maintains records of expenditures and reconciles them against budget allocations.
- Communicates with students about competition program policies and their application as appropriate.

Required Qualifications

- Knowledge of a variety of administrative operations activities such as events planning, fundraising processes, website management, finance and accounting, and contracts and grants regulations and guidelines.
- Solid communication and interpersonal skills to communicate effectively with all levels of staff verbally and in writing.
- Strong skills in short-and long-term planning, analysis and problem solving and customer service.
- Solid organizational skills and ability to multi-task with demanding timeframes.
- Demonstrated ability to prioritize, exercise initiative and sound judgment, while effectively

Events & Administrative Coordinator, Advocacy
Competitions Program (4263C), Berkeley Law - 78643
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258078>

Downloaded On: Jun. 13, 2025 5:21am

Posted Jun. 10, 2025, set to expire Jul. 1, 2025

executing multiple projects with competing deadlines.

- Excellent computer skills, including proficiency with MS Office, Google Suite, and videoconferencing platforms.
- Ability to quickly learn new computer programs and software systems.
- Strong attention to detail.
- Ability to be a self-starter, to take initiative and work independently as well as on a team.
- Ability to use sound judgment in responding to issues and concerns.
- Ability to think creatively to solve problems and develop solutions.
- Ability to use discretion and maintain confidentiality.
- Ability to work occasional evenings or weekends to support and attend events;
- Ability to work extended, nontraditional hours particularly during October and January through March.
- Ability to provide excellent customer service when interacting with a diverse community and the general public;
- Ability to maintain decorum and a high degree of quality communication between the various constituents served.
- Demonstrated ability to collaborate and work effectively with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Demonstrated commitment to fostering an inclusive and supportive environment that promotes collaboration and mutual respect among all members of the UC Berkeley community and its stakeholders.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds.
- Experience with event planning and coordination.
- Prior administrative experience.

Education/Training:

- 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.

Events & Administrative Coordinator, Advocacy
Competitions Program (4263C), Berkeley Law - 78643
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258078>

Downloaded On: Jun. 13, 2025 5:21am

Posted Jun. 10, 2025, set to expire Jul. 1, 2025

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 \$33.61 (Step 4) - \$36.77 (Step 8).

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

How to Apply

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

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

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.

Events & Administrative Coordinator, Advocacy
Competitions Program (4263C), Berkeley Law - 78643
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258078>

Downloaded On: Jun. 13, 2025 5:21am

Posted Jun. 10, 2025, set to expire Jul. 1, 2025

"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](#)

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 position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.
- This is not a visa opportunity.

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

Contact Information

Please reference Academickeys in your cover letter when

Events & Administrative Coordinator, Advocacy
Competitions Program (4263C), Berkeley Law - 78643
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258078>

Downloaded On: Jun. 13, 2025 5:21am

Posted Jun. 10, 2025, set to expire Jul. 1, 2025

applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

,