

Development Operations and Events Intern (5171U),  
Intercollegiate Athletics - 79500  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259778>

Downloaded On: Jul. 17, 2025 4:32pm

Posted Jul. 16, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	Development Operations and Events Intern (5171U), Intercollegiate Athletics - 79500
<b>Department</b>	Intercollegiate Athletics
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jul. 16, 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>	Institutional Advancement
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**Job Description**

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**Development Operations and Events Intern (5171U), Intercollegiate Athletics - 79500**

**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 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.

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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 Department of Intercollegiate Athletics consists of more than 275 staff members and coaches and sponsors 30 varsity sports programs. These 30 programs include more than 850 student-athletes who participate in the various sports programs annually within the National Collegiate Athletics Association (NCAA). We are currently seeking a Development Operations & Events Intern who will work within the department's Cal Athletics Fund.

## Position Summary

This position assists the Donor Engagement team with the planning, implementation, and execution of various Development events throughout the year, ranging from Football, Women's/Men's Basketball, Volleyball, and Softball game day events and hospitality to fundraising galas, in order to engage, steward and cultivate donors or potential donors to Athletics. Under the supervision of the full-time Donor Engagement staff, this position will assist with event coordination, donor communications, renewals, and outreach, social media and marketing initiatives, and donor stewardship.

## Application Review Date

The First Review Date for this job is: 07/27/2025.

## Responsibilities

- Under direct supervision, learns to apply professional concepts to develop, plan, organize and administer athletics programs, operating procedures and guidelines. In particular, support the event planning and programming efforts of the Development Office including large scale, small scale and virtual events.

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- Supports the Development Office's external communications program and helps ensure that information on the website and on printed materials is consistent with mission, representative of the Cal brand, well organized and cleanly proofread.
- Support the development of social media strategy and plan.
- Learns to use departmental databases (Advance, Salesforce, Paciolan) to prepare reports and perform analyses.
- Assists with tracking event attendance and logging acknowledgements and communications.
- Other duties as assigned, including professional development.
- Learns about administrative areas for University Development and Alumni Relations (UDAR) and Intercollegiate Athletics such as: gift processing, donor stewardship, leadership gifts, events management, capital projects, and communications.
- Assists with inventory, storage, and maintenance of gear, Athletics donor signage and/or recognition plaques.
- Learns about Cal's tiered benefits societies and multifaceted donor relations programs.
- Helps direct the stewardship events associated with benefits.

### Required Qualifications

- Basic knowledge of program activity and best practices.
- Problem-solving skills; multi-task, work with frequent interruptions, and effective listener.
- Basic verbal and written communication skills in the English language.
- Proficiency in the use of basic computer applications relevant to job duties.
- 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.

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The budgeted hourly range that the University reasonably expects to pay for this position is \$21.00 - \$25.00.

- This is a non-exempt, biweekly-paid position.

### 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.

### 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.

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"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.

### **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.

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)

### **Contact Information**

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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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