

Event Planner, Executive Education Program (6292U),
Berkeley Law - 79259
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259785>

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

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| Job Title | Event Planner, Executive Education Program (6292U), Berkeley Law - 79259 |
| Department | Berkeley Law |
| Institution | University of California, Berkeley Berkeley, California |
| Date Posted | Jul. 16, 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/6384759 |
| Apply By Email | |

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

Berkeley Law's executive education platform connects legal practitioners, investors, executives, and nonprofit leaders to a wide range of professional development training programs.

Berkeley Law Executive Education helps legal practitioners and business professionals, as well as government and nonprofit leaders, meet their professional goals by delivering world-class certificate programs that teach hard and soft skills, elicit insights that lead to more effective problem solving, and expand participant networks. The program draws upon the expertise of UC Berkeley faculty, the law school's extensive alumni network, and deep relationships with business and legal leaders to provide program participants with access to thought leaders from a wide range of disciplines.

Many of the programs from Berkeley Law Executive Education provide for Mandatory Continuing Legal Education (MCLE) credits. Programs offering MCLE credit include monthly webinars, online courses, and in-person bootcamps and workshops.

Position Summary

This position involves the development, design, planning and organizing of on- and off-site, and online event activities and programs, including managing logistics such as facilities, registration, audience/participant management activities, concessionaires, caterers, and vendors, travel logistics, and facilitation of communication and services with speakers and facility maintenance staff; or provides technical support of these activities. In addition, this role also has outward facing duties, as s/he will engage with program participants, alumni and distinguished guests. The Event Planner must be able to

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navigate not only the logistical requirements of event planning and program coordination (and working with various vendors), but must also exhibit finesse and flexibility in working with our participants, alumni, distinguished guests and dignitaries, program partners, as well as current faculty, students and staff.

Application Review Date

The First Review Date for this job is: 07/15/2025.

Responsibilities

Consults with the Executive Education team to conceptualize in-person and online events & programs and discuss all details regarding events and event planning, demonstrating good judgment and discretion in making decisions and managing events while staying in accordance with UC policies.

- Develops, designs, and implements a wide range of specialized activities connected with these events and programs, including continuing education and MCLE credit, professional development or other public events.
- Plans, organizes, and identifies event locations and vendors; confers with broad based constituencies regarding logistics, guest lists, site selection, vendors, event & program goals and objectives, etc.
- Prepares and executes detailed event planning timelines and task lists to effectively track progress of the event.
- Supports marketing and communications strategies to promote events and programs to targeted audiences, which may include updating website content, drafting email communications, and creating marketing collateral.
- Supports participant communication across events and programs (both in-person and online), in addition to conducting certificate eligibility reviews.
- Utilizes expertise in technology (online communications, social media, software applications, etc.) to advance planning and programming needs.
- Administers facilities and space logistics and manages equipment needs.
- Determines and coordinates staffing needs for individual events, reaching out to other staff and volunteers, and leveraging collegial relationships when necessary.
- Supervises event staff and advises on event production and logistics.

Ensures smooth-running, effective in-person and online events & programs.

- This includes successfully recognizing and resolving potential and real problems in a timely

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manner using tact, sensitivity, discretion, and political acumen.

Develops and maintains comprehensive event budgets and financial reports.

- Executes financial processes that may include processing financial transactions, booking transportation and accommodation, reconciling credit card transactions, and other business services functions as required.

Contributes to and participates in long-range unit program planning.

- Works with the assistant director of executive education online programs, as well as Executive Education senior leadership, including the Assistant Dean of Innovation and Initiatives, to strategize event programming and program coordination for the year.

Mentors and/or provides guidance to less experienced events staff, including new employees, student assistants, and volunteers.

Required Qualifications

- Thorough knowledge and understanding of concepts, principles and practices of event planning, program coordination, and public relations, including event design, organization and production.
- Thorough knowledge of and/or can quickly learn the campus, its vision, mission, programs, policies, achievements and infrastructure.
- Skill in effectively meeting budget and time constraints.
- Demonstrated organizational and project management skills to work successfully with Executive Education leadership and other law school units to produce high quality events that meet program needs and appropriately represent the campus.
- Highly developed interpersonal communication skills including political acumen and social perceptiveness.
- Highly developed judgment, decision-making and problem recognition/avoidance/resolution skills, including skill in determining those issues/problems that need to be brought to management's attention.
- Solid working knowledge of the concepts, principles, and best practices of public relations and event planning, production, and implementation.
- Advanced knowledge of key software applications including Google Suite, Microsoft Office Suite, Adobe Creative Suite, WordPress, Constant Contact, experience with database and program management applications.
- Knowledge of and/or can quickly learn common University-specific computer systems.

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- Excellent verbal and written communication skills, in addition to solid active listening, critical thinking, persuasiveness, advising, and counseling skills.
- Knowledge of marketing and communications strategies to effectively promote events and programs to the targeted audience.
- Solid project management skills.
- Strong skills in short term planning, time management, analysis and problem-solving, and customer service.
- Solid expertise counseling less experienced staff and demonstrated skill in supervising and guiding staff and volunteers to accomplish projects.
- 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.

Education/Training

- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- UC Berkeley Event Planning Program Certificate or equivalent certificate.

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

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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 \$80,650.00 - \$92,000.00. The exact offer is contingent on the selected candidate's related qualifications and relevant level and years of experience. An offer of up to \$92,000 may be considered for an exceptionally strong and highly qualified candidate.

- This is an exempt monthly-paid position.

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 20% 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.

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

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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

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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