

Scheduling and Special Events Coordinator (4401U),  
Recreation & Wellbeing - 80173  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260743>

Downloaded On: Aug. 6, 2025 5:52am

Posted Aug. 5, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	Scheduling and Special Events Coordinator (4401U), Recreation & Wellbeing - 80173
<b>Department</b>	Recreation & Wellbeing
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 5, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Athletics and Recreation Services
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**Job Description**

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**Scheduling and Special Events Coordinator (4401U), Recreation & Wellbeing - 80173**

**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 Recreation & Wellbeing provides competitive and recreational opportunities for students, faculty, staff and campus affiliated community members. In addition to the 30 sports clubs, the department offers a wide range of recreational activities and state of the art equipment.

## Position Summary

Involves instructional or program activities related to recreation, leisure, and fitness in an accredited environment; provides first aid and emergency care as necessary, and responds to user/customer needs. Serves as Scheduling and Special Event Coordinator and provides administrative support.

## Application Review Date

The First Review Date for this job is: 08/14/2025.

## Responsibilities

### EVENT ADMIN:

- Submits requests for use of recreational facilities for internal events to the supervisor - Associate Director.
- Submits requests for use of shared facilities and fields to other campus departments.
- Oversees requests from RSO's, Sport Club teams, university departments, or external requests. Works out of a shared email inbox to review incoming requests and route accordingly.
- Attends regular meetings with Associate Director and other scheduling staff on campus to collaborate on shared spaces or similar policies, particularly Intercollegiate Athletics.

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**EVENT PLANNING:**

- Vets, plans, organizes and schedules recreational programs.
- Assists in planning and implementing of club events and practices.
- Supports preparation and on-site coordination of day-of events.
- Coordinates additional planning and staffing needs for extreme large events.
- Oversees, manages, tracks, orders equipment and supplies for special events.
- Regularly checks inventory, lifecycle and usability, and ensures equipment and supplies are properly placed after events and before future event set- ups.
- Attends any in-person event needs such as set-up, day-of, or tear-down when presence is required or due to supervising student-staff on-site.

**SOFTWARE:**

- Serve as department liaison for EMS representative. Collaborate with Associate Director to play a role in any discussion or migration to a new event software, such as 25Live.
- Attend regular campus special event team meetings. Coordinates with LiveWhale or other communication software for website pulls.
- Assists with cross referencing the event scheduling platform and Fusion bookings (such as the Golden Bear Recreation Center (GBRC) multi-purpose courts.

**REPORTING:**

- Regular weekly administrative and data entry tasks.
- Runs reports and shares data with stakeholders such as staff at other RecWell facilities, or campus partners.

**DEPARTMENT AND CAMPUS COLLABORATION**

- Implements program policies and procedures. Attend campus and Student Affairs-wide events staff meetings.
- Communicate with stakeholders regularly, including the Associate Director of Facilities, Recreation Operations Supervisor, Customer Service Supervisor, etc.
- Review any event plans or spontaneous events (i.e. protest) with the Risk and Policy Compliance Officer.

**SUPERVISION:**

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- Trains and leads operation staff on event protocol when selected to work event shifts.
- Provides direction and feedback before, during, and after event shifts.

**BUDGET:**

- Ensures costs related to events are covered by appropriate charges and revenue.
- Oversee billing costs with campus users.
- Maintains files, records and prepares reports as necessary.
- Documents events to maintain historical record of past rentals and group usage.
- Reports safety issues to appropriate personnel and recommends improvements.

Other duties as assigned.

**Required Qualifications**

- Uses creative problem solving to deliver strong service orientation, program management, and sound judgment and decision-making; uses critical thinking skills to develop original ideas in a varied and challenging environment.
- Must be able to work effectively, across all organization levels, internally and externally.
- Client service minded focus, entrepreneurial spirit and creative thinking skills.
- Demonstrated verbal and written communication skills.
- Proficiency in the use of basic computer applications relevant to job duties.
- Knowledge of and/or can quickly learn campus policies and procedures.
- Interpersonal skills to interact effectively with people from a variety of backgrounds.
- Knowledge of program activity and industry best practices.
- Demonstrated leadership and interpersonal skills and the ability to work effectively across the organization, internally and externally.
- Red Cross CPR and Standard First Aid Training Certification.
- 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

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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 annual salary range that the University reasonably expects to pay for this position is \$64,000.00 - \$70,000.00.

- 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.

### 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

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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)

### **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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