

Events & Operations Manager (6299) Job 81036 - Civil  
and Environmental Engineering (CEE)  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=262233>

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Posted Sep. 9, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	Events & Operations Manager (6299) Job 81036 - Civil and Environmental Engineering (CEE)
<b>Department</b>	Civil and Environmental Engineering
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Sep. 9, 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>	Communications/Public Relations Alumni Relations
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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 Department of Civil and Environmental Engineering (CEE) at UC Berkeley is a worldwide leader in developing engineering solutions to societal-scale challenges. Berkeley CEE conducts cutting-edge research in evolving and vital areas that address societal needs for well-designed and well-operated buildings, energy, transportation, and water systems. These critical systems must be reliable and resilient in the face of hazards such as earthquakes and flooding. Extensive efforts will be needed to adapt civil infrastructure to withstand adverse changes in weather and climate. Our research and teaching serve the needs of a growing and increasingly urban world population that requires sustainable improvements in standards of living.

Berkeley CEE research establishes and advances the intellectual foundations of new fields of study. We develop theory and improve understanding, and provide tools and techniques for solving important new problems. The educational activities of Berkeley CEE focus on developing future leaders in the engineering profession, in academia, and in the broader societal context. Through individual and collective efforts, Berkeley CEE serves the needs of our College and University and provides technical expertise and service to other public, private, and professional entities.

The Events and Operations Manager oversees the planning and execution of a portfolio of CEE events, including annual Gala, Alumni Dinners, retreats, and student outreach events, as well as seminars and meetings that occur on a more regular basis. Event planning, scheduling, catering, travel, and entertainment policy, reimbursements, and budgeting are all in the scope of this position. This position also oversees our Professional Master's Outreach program and the general front office operation, which includes scheduling and supervision of student assistants, ordering and maintaining

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office supplies, coordinating staff celebrations and recognitions, and assisting the Department Manager and Chair with special projects.

### **Application Review Date**

The First Review Date for this job is: 9/19/25 - Open until filled

### **Responsibilities**

40% - Leads coordination and implementation of the annual Academy of Distinguished Alumni banquet, including logistical arrangements, catering, parking, audio-visual, registration and participant list, sponsorship solicitation, payment problem-solving, and acknowledgement, program creation, commemorative plaque and certificate orders, and communications related to the event. In collaboration with the Academic Affairs Office, organizes functions supporting career placement opportunities for Professional Master's degree students, including scheduling information sessions and industry meetings with Master's students, career fair activities, and alumni/student events. In collaboration with the Chair, Vice Chair for Graduate Studies, CEE Academy of Distinguished Alumni, and/or the CEE Advisory Council, implements a variety of department, alumni, and student-related programs and events designed to engage alumni/potential donors and current/prospective students. Coordinates department Distinguished Lectures, Departmental Lightning Talks, as well as special ad hoc seminars and celebratory events (e.g., receptions for recently elected faculty to the NAE). Arranges logistics, catering, publicity, and AV. Oversees event set up and break down, processes reimbursements, and archives materials.

Provide strategic input into alumni and external engagement planning, ensuring alignment with departmental and college priorities. Partner with leadership to design outreach initiatives that build long-term relationships, not just one-time interactions. Track and analyze alumni and donor engagement data, using insights to guide decision-making and measure impact. Maintain and update constituent contact databases to ensure accuracy and support targeted communications. Evaluate event and program outcomes, producing reports and recommendations to refine future strategies. Monitor constituent feedback, emerging trends, and external developments to proactively adjust outreach strategies. Leverage data and insights to identify opportunities for deepening engagement and advancing CEE goals.

20% - Develops and implements programs, events, and/or communication strategies designed to inform alumni and other key constituencies of institutional programs, activities, policies, and practices; constituencies may include the general public, prospective students, students, alumni, parents, donors, campus visitors, government, and/or community representatives. Coordinates marketing for

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department admissions and programs.

20% - Provides administrative support to the Department Manager and Chair and manages the department front office and student staff.

20% - Under general supervision and using professional judgment, the incumbent implements components for successful and sustained support to mainly the Professional Master's students, including enhancing relationships with field-related industry partners, and outreach to alumni and potential supporters of the department. The incumbent plans, schedules, and coordinates CEE events, especially those supporting "career placement and opportunities," including career fairs, info-sessions, and other industry visits, as well as handling special projects/assignments involving direct interaction with alumni, donors, and prospective employers. Attends and engages with undergraduate and graduate students on their fundraising efforts. Assists in directing efforts to avoid over-solicitation of donors and alumni. Coordinates efforts with department plans regarding donors, companies, and alumni.

### Required Qualifications

- Thorough knowledge of basic concepts, principles, and procedures of building and maintaining effective relations with alumni, internal, and key constituencies.
- Thorough knowledge of the campus, its mission, goals, objectives, programs, achievements, infrastructure, and issues of concern.
- Thorough written, verbal, and interpersonal communications, tact, and political acumen to effectively represent the campus.
- Thorough research, analytical and critical thinking skills, including sound judgment and decision-making skills, and skills to correctly identify real and potential problems, advising management as required, and proposing effective strategic resolutions.
- Skill in project management, including event planning and meeting deadlines.
- Thorough knowledge of content management systems and/or relevant web applications used for website production, and campus-specific computer application programs.
- Exceptional interpersonal skills and written communication skills to maintain cooperative and effective working relationships with a diverse group of faculty, staff, students, alumni, and industry partners.
- Customer service orientation and the ability to be flexible and adaptable to change.
- Demonstrated reliability and punctuality.
- Strong attention to detail and thoroughness in work quality.
- Bachelor's degree in a related area and/or equivalent experience/training.

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### **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 salary or hourly range that the University reasonably expects to pay for this position is \$75,500 - \$101,500.

### **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.

### **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.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous

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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

University of California, Berkeley

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