

Events Specialist (6291U), Univ Dev and Alumni Rel -  
81054  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=262798>

Downloaded On: Sep. 22, 2025 3:04pm

Posted Sep. 22, 2025, set to expire Jun. 30, 2026

|                             |   |
|-----------------------------|---|
| <b>Job Title</b>            | Events Specialist (6291U), Univ Dev and Alumni Rel - 81054            |
| <b>Department</b>           | University Development and Alumni Relations                           |
| <b>Institution</b>          | University of California, Berkeley<br>Berkeley, California            |
| <b>Date Posted</b>          | Sep. 22, 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>    | Communications/Public Relations<br>Administrative Support/Services    |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/6583794">https://apptrkr.com/6583794</a> |
| <b>Apply By Email</b>       |   |

**Job Description**

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**Events Specialist (6291U), Univ Dev and Alumni Rel - 81054**

**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**

External Relations is responsible for the comprehensive planning, strategizing, and implementing of a variety of events for the campus. These events include cultivation and recognition events for donors and friends of the University, the Chancellor's signature events, and university ceremonies. The Events Assistant will provide comprehensive support for the development programs and university ceremonies and will be supervised by the Director, External Relations.

### **Position Summary**

Involves efficient planning and organizing of campus event activities, including managing logistics such as facilities, tickets, audience management activities, concessionaires, caterers, vendors, and facilitation of communication and services with speakers and facility maintenance staff.

### **Application Review Date**

The First Review Date for this job is: 10/02/2025.

### **Responsibilities**

Plans, organizes, and implements small events or portions of larger events such as symposiums, conferences, program events, banquets, and VIP briefings.

- Coordinate details of events with campus academic and service units (Campuswide Memorial,

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New Student Convocation, Big Give, Homecoming Volunteers).

- Create, maintain, and distribute the Commencement schedule and other relevant information.
- Assist as needed on matters pertaining to protocol and university ceremonies, for example, ceremony regalia, Ph.D. ceremony, etc.
- Organize reservations and ticketing for events.

Participates in planning, organizing, and staffing larger or more complex events, including being assigned responsibility for a specific event segment such as parking/transportation, catering, etc.

- Maintain database and process the nominations.
- Assist with University awards.
- Create, customize, and maintain registration systems for events; specialized knowledge of which system is best for each event.
- Manage budget for event income and expenses.
- Handles procurement (every activity involved in obtaining the goods and services needed to support events such as vendor identification, requesting proposals, the vendor process, disbursements, etc.).

Manages events such as Campus Wide Memorial, Big Give, ~300-person UDAR Town Hall Summits, Order of the Golden Bear Banquet).

- Serve as staff host at selected events planned by the unit, greet guests, and troubleshoot throughout the event.
- Prepare all material for allocating funds for commencement ceremonies.
- Track all financial records for commencements.

Scouts potential locations, speakers, and vendors for future events.

- Establish and maintain a list of active outside speakers available to campus and community groups.
- Manage the vrending process and protocol in BearBuy to ensure that Berkeley events, ceremonies, and programs are aligned with procurement policies and procedures.

Oversees operational support staff.

- Assign event tasks to 4 students year-round.
- Recruits, manages, and trains volunteers at Homecoming (~100), Commencement (~50), and December Graduation (~20).

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### Required Qualifications

- Minimum 1 year of working knowledge of concepts, principles and practices of event planning and production and public relations.
- Minimum 1 year of working knowledge and experience with events at a nonprofit organization, educational organization, or corporate entity (such as a catering company), its programs, policies, mission, goals, objectives, achievements, and infrastructure.
- Demonstrated experience providing strong organizational skills, including skill in effectively coordinating and organizing multiple details. Excellent organizational abilities appropriate to effective calendar management and student and/or volunteer scheduling.
- Good interpersonal communication skills and political acumen, including skill in effectively representing the campus, medical center, or other university organizations to its public.
- Excellent judgment and effective decision-making and problem-resolution skills, including skill to recognize and deal effectively and appropriately with real and potential problem areas, including skill to determine the issues/problems that need to be brought to the attention of higher-level staff and/or management.
- Demonstrated ability to work in diverse groups, including but not limited to students, staff, faculty, the general public, production personnel, technical operators, high-level donors/alumni, and performing artists.
- Ability to work professionally under pressure and under tight deadlines ensuring excellent customer service support.
- Working knowledge of Macintosh platform and Microsoft Word software.
- Working knowledge of Zoom.us.
- Experience dealing with VIPs.
- Bachelor's degree in related area and/or equivalent experience/training.

### Preferred Qualifications

- Working knowledge of Adobe InDesign software.
- Working knowledge of Salesforce Marketing.
- Familiarity with and/or can quickly learn campus policies and procedures.

### Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

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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 hourly range that the University reasonably expects to pay for this position is \$30.17 - \$35.92.

- This is a non-exempt, biweekly-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 40% hybrid 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.

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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.

**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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