

Associate Director, Employer Relations (4520U), Berkeley
Career Engagement - 82025
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=264379>

Downloaded On: Oct. 29, 2025 9:41am

Posted Oct. 28, 2025, set to expire Jun. 30, 2026

Job Title	Associate Director, Employer Relations (4520U), Berkeley Career Engagement - 82025
Department	Berkeley Career Engagement
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 28, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director Professional Staff
Academic Field(s)	Human Resources
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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

Berkeley Career Engagement plays a critical role in preparing and supporting students launching their careers. The center helps undergraduate students, graduate students, and recent alumni make informed decisions about their futures by providing comprehensive resources, programs, career counseling, externships and internships, and employment and professional school / graduate school options.

Our Vision is to cultivate a university-wide culture of career readiness, where every student engages in meaningful experiences, has a supportive professional community, and is empowered to achieve lifelong career success. We are dedicated to advancing equity and access to career resources for every student and recent alum of UC Berkeley.

We engage with students on their journey to reflect, discover, and design a personally meaningful career (Career Clarity).

We connect students with alumni, employers, and their larger professional community to forge meaningful relationships that will guide them into their early career (Career Connections).

We empower students to develop the professional confidence and experience necessary to secure the career opportunities they seek (Career Competitiveness).

Position Summary

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The Associate Director for Employer Relations manages staff within the employer relations team, who focus on recruitment events. From Career Fairs to alumni networking events, this person is responsible for helping our valued employers connect to Berkeley students. In addition, they will assume leadership of the unit when the Sr. Associate Director is unavailable.

Application Review Date

The First Review Date for this job is: 11/04/2025.

Responsibilities

Program Management:

- Provides general oversight as the manager of the staff who execute key recruitment and engagement activities such as career fairs, alumni networking opportunities, our job shadow program, and our student organization partner program.
- Provides guidance to staff on decision making pertaining to program execution, timelines, budgets, and all other program management activities.
- Analyze and review event data, to determine future fee structures, vendor budgets, revenue sharing, and other financial touchpoints of career fairs.
- Works with the Assistant Director for Recruitment Events to manage the career fair management system (currently using Handshake) that supports all event management functions.
- Provides occasional consultations with students on career development topics.
- Researches and organizes economic and employment trend information and synthesizes information to create relevant and meaningful content and presentations.
- As part of the budget process, provide financial updates to the budget officer around career fair revenue projections, expenses and income.

Employer Engagement:

- Establishes new relationships with corporations and other organizations related to career opportunities for assigned career fields.
- Promotes partnerships and enhances the campus's relationship with outside organizations.
- Regularly consults with employers on their recruitment strategy, helping to connect them with opportunities in our office and with our partners across campus.
- Will also provide consultation on issues involving students (such as reneges), as well as decisions relating to recruitment timelines due to changing market needs.
- As a part of the Berkeley Circle partner program, provides inclusion consultation to employers to

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help strengthen their campus recruiting strategies with our diverse population.

- Assists with the annual Employers Roundtable for Berkeley Circle members -- a premiere event to educate employers on current student career issues and discuss important trends and strategies vital to the continued success of Berkeley Career Engagement.
- In collaboration with the Career Education team, provides consultation to employers regarding effective campus recruiting, branding, and visibility strategies.
- Develops guidelines for Employer Relations staff to advise employers/graduate school recruiters regarding best/alternative fair options, recruiting resources, etc.
- Provides feedback to management on gaps of service to clients, and recommends changes/enhancements to the program.

Leadership:

- Works with Sr. Associate Director to develop a strategic plan for all employer relations activity, taking into consideration things such as the academic calendar, student interests, academic departments, the needs of key employers and graduate/professional schools, staffing issues, revenue generation prospects, changing job market conditions, and other employment-related issues.
- Provides direct supervision to a team of professional and administrative staff who work to execute a wide range of recruitment activities.
- Provides ongoing feedback, goal setting, performance management, and all other activities related to hiring, training, and supervising staff.

Administrative Functions:

- Utilizes career center software systems and applies current technologies to enhance service delivery, including online resources.
- Researches, evaluates, and updates specialized, online career resources.
- Utilizes knowledge of employer needs to create and improve specialized content for the Career Engagement website.
- Develops expertise in Handshake or equivalent career management platform and makes recommendations for optimal use of the platform to employers, students, campus stakeholders, and Career Engagement staff.
- Develops marketing materials as needed.
- Participates in office and/or campus committees.
- Attends and actively contributes to staff and unit meetings.
- Pursues professional development opportunities which will enhance their understanding of trends as they relate to their position and the field in general.

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Required Qualifications

- Experience in supervising professional and support staff to ensure individual growth.
- Advanced knowledge of career development practices and job search techniques.
- Strong program and project management skills and the ability to influence and bring together teams, collaborate, and delegate in order to execute complex events and initiatives.
- Excellent writing, communication, presentation, and organizational skills.
- An advanced understanding and ability to work with and serve individuals from a variety of backgrounds.
- Advanced project management skills, including skills to plan and implement successful events.
- Skill to recognize potential areas of constituency concern and address, resolve and/or mitigate problems or issues.
- Advanced knowledge of employers, the labor market, and employment trends, both locally and nationally, as related to hiring students from a top-tier public university.
- Demonstrated experience in establishing effective working relationships with a variety of partners, including staff of all levels, faculty, employers, and alumni; understanding of the political acumen is needed to be effective.
- Advanced understanding and creativity in designing specialized employer services that are appropriate for all levels of students and alumni seeking careers in all sectors of employment (business/industry, government, not-for-profit, etc.) and that utilize the latest technology to ensure effective program delivery and access.
- Experience and proficiency with incorporating the use of technology to deliver career services.
- 3-5 years staff supervision and program management.
- Advanced 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

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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 \$105,000.00 - \$115,000.00.

- 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.
- 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.

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

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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.

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

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

N/A

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