

**Business Operations and Events Coordinator (4722C) -
82093**
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=264476>

Downloaded On: Oct. 29, 2025 8:11am

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

Job Title	Business Operations and Events Coordinator (4722C) - 82093
Department	German, Spanish and Portuguese
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 28, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator Classified Staff
Academic Field(s)	Communications/Public Relations Administrative Support/Services
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Job Description

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Business Operations and Events Coordinator (4722C) - 82093

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.

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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.

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 Departments of German, Spanish and Portuguese are clustered departments within the College of Letters & Sciences. The two departments share the same administrative staffing unit, currently serving over 30 Faculty members, 200+ undergraduate students (minors & majors) as well as 50 graduate students.

Position Summary

Involves a wide range of student services and responsibilities for two academic Departments (German & Spanish and Portuguese). Provides support to both Departments, its faculty and students in event management, purchases, reimbursements and website updates. Provides clerical accounting and administrative support to the manager.

Application Review Date

The First Review Date for this job is: 11/06/2025.

Responsibilities

Event Management for the cluster:

- Events specialist for the cluster: Primary resource for special events planning, conferences,

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seminars and workshops.

- Manages bookings (hotels, flights, food etc.), room reservations, honorariums, flyer creation (if applicable).
- Ensures smooth-running, effective events, including successfully recognizing and resolving potential and real problems in a timely manner.

Reimbursements:

- Provides support and processes reimbursement requests for the cluster.
- Follow up with Faculty on documents needed prior to request's submission
- Provides guidance to faculty on how to submit reimbursement requests.
- Provides troubleshooting and submit the request on their behalf when needed.

Purchasing:

- Main contact for all purchases.
- Processes bank reconciliation.

Website update:

- Main contact for online presence, mainly updating websites (2) non-academic content (events, news, bios, etc.).
- Posts content received on social media platforms.
- Submits newsletters.
- Updates on a biweekly basis news and events on both Department websites with the information received by manager.

Accounting Support:

- Provides accounting transactional support to the manager.

Administrative Support:

- Supports manager with daily tasks (mail sorting, calendars, coordinates IT support, office key management).
- Provides support to Faculty & students (copiers, printers, light IT troubleshooting).
- Serves as backup facility contact in manager's absence. Supports manager with facility management projects (optimizing/updating available infrastructure).
- Makes recommendations on improving daily operations processes.

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Required Qualifications

- Thorough knowledge in administrative procedures and processes including word processing, spreadsheet and database applications.
- Requires good verbal and written communication skills, active listening, critical thinking, multi-task and time management skills.
- Requires interpersonal and work leadership skills to provide guidance to other nonexempt personnel.
- High school diploma 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 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 \$30.58 (Step 1) - \$33.50 (Step 5).

- This is a non-exempt, biweekly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied

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Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

- 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.

"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

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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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