

Employer Relations & Events Manager (6292U), Haas
School of Business - 82987
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=269330>

Downloaded On: Dec. 16, 2025 4:56am

Posted Dec. 15, 2025, set to expire Jun. 30, 2026

Job Title	Employer Relations & Events Manager (6292U), Haas School of Business - 82987
Department	Haas School of Business
Institution	University of California, Berkeley Berkeley, California
Date Posted	Dec. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Communications/Public Relations Administrative Support/Services
Apply Online Here	https://apptrkr.com/6781674
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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

As the second oldest business school in the United States, UC Berkeley Haas has been redefining business education since 1898. Situated in the heart of Bay Area innovation and rooted in UC Berkeley's public mission, we're a place where ambition meets purpose and innovation meets impact. We develop leaders who challenge assumptions, ask the right questions, and make business better. What sets us apart is our focus on the human edge: judgment, rigor, ingenuity, conviction, and confidence. Our "One Haas" culture is collaborative and unified, bound by four Defining Leadership Principles: **Question the Status Quo, Confidence Without Attitude, Students Always, Beyond Yourself**. Join us in moving business and society forward.

For more information about the Haas School of Business visit: <https://haas.berkeley.edu/about/>

The MBA Career Management Group (CMG) serves the entire MBA student population (approximately 1500 students) and thousands of alumni. The CMG has two roles: 1) to prepare students for their job searches by offering workshops, advising, and training programs and 2) to solicit and support employers looking to recruit Berkeley Haas MBA talent to their firms and increase the quality and quantity of relationships recruiters have with Berkeley Haas.

The Haas School of Business embraces flexible working arrangements for its employees. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

Application Review Date

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The First Review Date for this job is: 12/23/2025. For full consideration, please apply by 01/05/2026.

Responsibilities

Involves the planning and organizing of event activities, including managing logistics such as facilities, tickets, audience management activities, concessionaires, caterers, and vendors, and facilitation of communication and services with speakers and facility maintenance staff; or provides technical and marketing support of these activities.

Uses skills as a seasoned, experienced event management professional, to provide comprehensive coordination and strategic oversight of moderately complex and/or medium-sized events hosted by the Career Management Group (CMG) in support of student and alumni networking, both offline and online, and internal department events.

- Plans and manages medium to moderately complex events involving guests from multiple sources such as private sector corporate partners, alumni, and interested parties identified by the Office of Development and Alumni Relations (DAR).
- Responsible for strategic design and tactical delivery of CMG's key events, and for building strong relationships with key corporate partners.
- Annual events include but are not limited to Career programs during Orientation, Tech Networking Night, Investment Banking Networking Nights, Consulting Takeover Days, Industry Micro Mixers, and Faculty & Alumni Coffee Chats.
- Consults with CMG and other Haas departments on all details regarding events and event planning.
- Acts as the central point of contact for all event-related activity, and represents the CMG for all school-wide event planning purposes.
- Develops and implements event budgets.
- Leverages historical data, UC policies, and vendor RFPs to create event budgets ahead of the annual department budget planning cycle, and then manages these budgets when events are held.
- Commits the financial resources of the University through contracts or agreements and is responsible for reconciliation of department purchasing card.
- Ensures smooth-running, effective events, including successfully recognizing and resolving potential and real problems in a timely manner using tact, sensitivity, discretion and political acumen.
- Assists in CMG marketing, as needed, including but not limited to digital and physical assets.
- Plans, organizes and identifies real and potential event locations and vendors, within the scope of UC Event Management policies and guidelines, and designated event budgets.

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- Determines and coordinates staffing needs for each event.
- Contributes to and participates in long-range unit event planning.
- Leads the annual CMG planning process around events, and provides recommendations for improvements and changes based on pre-determined event objectives and follow-up surveys that this person has developed in partnership with the Assistant Dean of CMG and other members of the leadership team.

Professional Learning and Growth

- Actively contributes to a team environment that fosters and promotes a culture of belonging for all, within the unit and at Haas. Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.
- Completes required training on time and engages in opportunities for learning pertinent to the position or at the suggestion of the supervisor.

Other duties as assigned.

Required Qualifications

- Thorough knowledge and understanding of concepts, principles, and practices of event planning and public relations, including event design, organization and production, volunteer recruitment, and management.
- Can quickly learn University policies and procedures relating to the use of University facilities, event management and presentation.
- Demonstrates good judgment in making decisions and managing events.
- Experience effectively managing and successfully meeting project & event budgets and project time constraints.
- Excellent verbal and written communication skills to effectively communicate in a positive and influential manner with internal and external constituents.
- Highly developed decision-making, problem recognition and resolution skills.
- Strong organizational & multi-tasking skills and effectively prioritizing & setting workload deadlines.
- Ability to be flexible with possible last-minute changes.
- Flexibility to work evenings & weekends as needed.
- Excellent interpersonal skills, demonstrating a desire to establish and maintain positive & professional working relationships with colleagues, students and team members.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2)

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Education/Training

- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- UC Berkeley Event Management Planning Certificate Program

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.

- This is a full-time (40 hours/week), career position that is eligible for UC Benefits.
- 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 does not include sponsorship of a new consular H-1B visa petition that would require payment of the \$100,000 supplemental fee.

Conviction History Background

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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

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

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

N/A

University of California, Berkeley

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