

Associate Director Alumni Engagement (6299U), Berkeley
Law - 27265 - 1249
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=130476>

Downloaded On: Dec. 9, 2019 10:35am

Posted Oct. 3, 2019, set to expire Jan. 30, 2020

Job Title	Associate Director Alumni Engagement (6299U), Berkeley Law - 27265 - 1249
Department	N/A
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 3, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Alumni Relations Development/Institutional Advancement
Apply Online Here	https://apptrkr.com/1644658

Apply By Email

Job Description

Associate Director Alumni Engagement (6299U), Berkeley Law - 27265 - 1249

About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptanceacademic and artistic, political and culturalmake it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that

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supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at [\[url=https://apptrkr.com/get_redirect.php?id=1644658&targetURL=http://jobs.berkeley.edu/why-berkeley.html\]](https://apptrkr.com/get_redirect.php?id=1644658&targetURL=http://jobs.berkeley.edu/why-berkeley.html)<http://jobs.berkeley.edu/why-berkeley.html>.

Application Review Date

The First Review Date for this job is: July 26, 2019

Departmental Overview

Berkeley Law is one of the nation's premier law schools, located at one of the world's great universities, in one of the most vibrant places on the planet. As one of 14 schools and colleges at the University of California, Berkeley, it is consistently ranked as one of the top law schools in the nation.

The law school has produced leaders in law, government, and society, including Chief Justice of the United States Earl Warren, Secretary of State of the United States Dean Rusk, American civil rights activist Pauli Murray, California Supreme Court Justice Cruz Reynoso, president and founder of the Equal Justice Society Eva Paterson, United States Northern District of California Judge Thelton Henderson, and Attorney General of the United States Edwin Meese.

Responsibilities

- * Develops and implements programs, events and/or communication strategies designed to inform internal and external constituencies of institutional programs, activities, policies, and practices; constituencies may include the general public, prospective students, current students, alumni, parents, donors, campus visitors, government and/or community representatives.
- * This position will serve as the project leader for Alumni Reunion Weekend (ARW), one of the major outreach events for Berkeley Law.
- * Working collaboratively with colleagues, the incumbent will map out the master schedule for ARW; help to recruit class volunteers and program speakers; assist with the production of marketing materials; manage the ARW budget; secure event vendors and ensure that all purchase orders and reimbursement requests comply with university policies.

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- * May research various topics and gather relevant data to inform unit strategic plans, keeping management informed as necessary and providing input as required.
- * Gathers and evaluates event mailings and attendance to inform program planning.
- * Assists with additional event and outreach programming, including the Berkeley Alumni in Residence program, as well as domestic and international alumni chapter programs.
- * Oversees successful implementation of the California State Bar Swearing In Ceremony.
- * Accurately records alumni mailings and event attendance in the university's alumni/donor database (CADS) in a timely manner.
- * Updates individual alumni records as necessary.
- * Responds to constituent inquiries.
- * Provides excellent constituent assistance, including helping alumni to update contact information, access benefits, etc.
- * May mentor less experienced staff members.

Required Qualifications

- * Thorough knowledge of basic concepts, principles, and procedures of building and maintaining effective relations with internal and external constituencies.
- * Thorough knowledge of UC Berkeley and the School of Law, and its vision, mission, goals, objectives, achievements and infrastructure and/or the ability to quickly develop an understanding.
- * Thorough written, verbal and interpersonal communications, tact and political acumen to effectively represent Berkeley Law and the University.
- * Thorough research, analytical and critical thinking skills, including sound judgment and decision-making skills and skill to correctly identifying real and potential problems, advising management as required, and proposing effective strategic resolutions.
- * Skill in project management, including event planning and meeting deadlines.
- * Excellent customer-service skills.
- * Computer proficiency and the ability to learn new systems.
- * Ability to deal with sensitive information and maintain confidentiality.
- * Travel and occasional work on nights and weekends required.

Education/Training:

- * Bachelor's degree in related area, such as Marketing, Communications, Public Relations, is



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preferred, and/or equivalent experience/training.

Preferred Qualifications

- * Demonstrated experience creating and implementing success alumni relations programs or demonstrated experience in event production, fundraising, association/relationship management, or marketing.
- * The interest and aptitude to quickly master alumni relations concepts, principles, procedures and techniques.
- * Working knowledge of university policies and procedures relating to alumni programming, data management, procurement and expense reimbursement, etc.
- * Computer proficiency and the ability to learn new systems.
- * Expert use of Microsoft Word, and Excel, and PowerPoint; proficiency with Constant Contact, event software, Google Docs and the University's constituents data system (CADS); good web-based research skills
- * Excellent written and interpersonal communication skills.
- * Excellent organizational, analytical and critical thinking skills.
- * Ability to multi-task and prioritize, with very close attention to detail.
- * Experience managing, supporting and reporting on complex projects and events.
- * Five years of relevant experience or combination of education and relevant experience otherwise preferred.

Salary & Benefits

This is an exempt, monthly paid position. Annual salary is commensurate with experience within the range of \$68,670.00 - \$76,300.00.

For information on the comprehensive benefits package offered by the University visit:

[url=https://apptrkr.com/get_redirect.php?id=1644658&targetURL=http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

How to Apply



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Please submit your cover letter and resume as a single attachment when applying.

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.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

[url=https://apptrkr.com/get_redirect.php?id=1644658&targetURL=http://www.eeoc.gov/employers/upload/pos

For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get_redirect.php?id=1644658&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1644658]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H

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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