

Assistant Director, Events (6292U), Intercollegiate  
Athletics - 69395  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238836>

Downloaded On: Jul. 29, 2024 2:15pm

Posted Jul. 29, 2024, set to expire Nov. 4, 2024

<b>Job Title</b>	Assistant Director, Events (6292U), Intercollegiate Athletics - 69395
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jul. 29, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Public Relations/Marketing Athletics
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5385662">https://apptrkr.com/5385662</a>

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**Job Description**

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**Assistant Director, Events (6292U), Intercollegiate Athletics - 69395**

About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and 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 staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](http://grow.berkeley.edu).

### **Departmental Overview**

Intercollegiate Athletics (IA) at the University of California at Berkeley is responsible for 30 NCAA Division 1 sports programs and approximately 900 student athletes. The Events unit provides daily support to coaches, staff and participants in athletic sporting events, public safety, and building management.

This position involves the planning and organizing of campus event activities and the preparation of the facilities in which they are held, including managing logistics such as maintenance, resource scheduling, audience management, vendors, and facilitation of communication and services with campus partners, internal staff, and participants in the

events, and provides support of these activities.

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### **Application Review Date**

The First Review Date for this job is: June 7, 2024

### **Responsibilities**

- Manages select Olympic sporting events - on event days leads a team of Event support staff, defining work, providing direction, and making constant updates to required work to maximize efficiency.
- Works to constantly solve problems, save time, provide a comfortable experience for participants and fans.
- Works with all impacted and contributing parties on a consistent basis to refine event production, set expectations and make decisions and changes for specific events.
- Conducts comprehensive event planning for season long, as well as single night events, including the design, development, coordination, implementation of the event and post-event evaluation.
- Develops all event and facility signage, storage, evacuation plans, as well as game-day and facility operations manuals for all entities involved in event and facility operations in all athletic facilities.
- Determines and coordinates staffing needs for events.
- Coordinates with contractors, internal staff, part-time or student workers, and campus partners.
- Develops and maintains comprehensive event budgets and ensures that costs do not exceed budgeted allocations.
- In support of venue facilities, coordinates with supervisor to determine what work should be done in-house vs. contracted out.
- Performs visual inspections of venues and communicates issues, projects, fixes to applicable facilities staff.
- Completes other duties as assigned, including professional development

### **Required Qualifications**

- Thorough knowledge and understanding of concepts, principles and practices of event planning and public relations, including event design, organization and production.
- Thorough knowledge of and/or ability to learn about the campus, its vision, mission, programs, policies, achievements and infrastructure.
- Knowledge of and/or ability to learn about University policies and procedures relating to the use of University facilities, event management and presentation.

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- Demonstrated good judgment in making decisions and managing events.
- Skill in effectively meeting budget and time constraints.
- Demonstrated organizational and project management skills to work successfully with clients to produce high quality events that meet client needs and appropriately represent the campus for fundraising events.
- Skills to provide excellent donor stewardship.
- Highly developed interpersonal communication skills including political acumen and social perceptiveness.
- Excellent verbal and written communication skills to effectively communicate with diverse populations with competing priorities.
- Highly developed judgment, decision-making and problem recognition / avoidance / resolution skills, including skill in determining those issues / problems that need to be brought to management's attention.
- Knowledge of principles and practices of volunteer recruitment, supervision, motivation and evaluation.
- Proven ability to work on several tasks simultaneously.
- Skill at responding effectively to priorities and setting deadlines.
- Experience maintaining a high standard of productivity within a broad scope of responsibility despite frequent interruptions.
- Ability to complete large volume of diverse tasks efficiently, meeting established deadlines.
- Ability to effectively work with invited guests, donors, government officials and university VIPs.
- Knowledge of crowd management, crowd safety protocols, security and emergency procedures related to small, medium and large-scale gatherings.
- Ability to give clear directives and use independent, rational judgment to make optimal decisions.
- Knowledge and skill to set and monitor work standards and protocols.

Education/Training:

- Bachelor's 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

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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 salary that the University reasonably expects to pay for this position is \$70,100.00.

- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.

### **How to Apply**

To apply, please submit your resume and cover letter.

### **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, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

Referral Source info



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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 email** address in the **Specific Referral Source** field. Please enter only one name and email.

To apply, visit

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

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### 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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