

Assistant Director, Employer & Alumni Engagement
(4517U) Berkeley Career Engagement 70745
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=239101>

Downloaded On: Jul. 27, 2024 12:35pm

Posted Jul. 26, 2024, set to expire Nov. 3, 2024

Job Title	Assistant Director, Employer & Alumni Engagement (4517U) Berkeley Career Engagement 70745
Department	Berkeley Career Engagement
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Development/Institutional Advancement Alumni Relations
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Job Description

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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.

Departmental Overview

Berkeley Career Engagement (BCE) plays a critical role in preparing and supporting students launching their careers. We help 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

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

Application Review Date

The First Review Date for this job is: July 21, 2024

Responsibilities

The Assistant Director for Employer & Alumni Development will identify and cultivate job and internship opportunities for students as part of the Employer Relations unit of Berkeley Career Engagement. The incumbent will engage with alumni, employers, campus staff, and students through a variety of programs and initiatives to generate opportunities for students. Some of the focus will be on creating engagement activities with alumni and employers that support the development of internship and job opportunities and may include large-scale and intimate networking events. In addition, the incumbent will provide career development workshops and presentations to students to help prepare them for future internships and job opportunities.

Employer & Alumni Outreach and Engagement

- Establishes new relationships and maintains current ones with employers, which may include visiting employers at their workplace to establish working relationships that will generate jobs and internships.
- Engages with alumni to provide opportunities for them to meet with and provide guidance to current students. Maintains established alumni relationships and builds up a network of new alumni to add as contacts that can be a resource for events. Works with CAA (California Alumni Association), UDAR and other relevant alumni groups to strategically leverage alumni from targeted industries.
- Maintains a list of contacts in different areas of expertise, alumni or otherwise, who could be contacts for events held by BCE or other departments.
- Provides regular updates to established contacts about BCE, upcoming events and how they could be involved.
- Serves as the lead for an assigned industry group, tracking job and internship postings and other activity with our campus, and disseminating to staff as a resource.
- Consults with alumni and employers to advise them about optimal recruiting and employer branding strategies. Gathers and shares relevant data about student attitudes around their recruitment and hiring.
- Researches internship and employment market trends and creates ways to disseminate

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information to students and staff.

- Designs, coordinates and facilitates networking events and other career development workshops, to help students learn about career paths and job opportunities and prepare to apply. Works in partnership with campus departments to supplement BCE events or to provide support to events the departments are hosting.
- Plans and implements pre-career fair networking opportunities with affinity campus partners and career fair employers for URM students and, which includes but not limited to a pre-fair brunch.

Internship & Job Development and Support

- Develops a short- and long-term strategy that focuses on identifying and sourcing new jobs and internships.
- Works with Assistant Director for Internship Development to update and maintain an internship program toolkit that will facilitate the creation of new opportunities with interested employers with no history of and/or infrastructure for hosting interns.
- Actively reaches out to alumni to inquire about their internship and job opportunities.
- Co-leads Job Shadow Externship program with Assistant Director for Internship Development, which serves to create opportunities for students to engage with alumni during academic breaks; tracks outcomes and follow up with sponsors for internship opportunity development
- Fields incoming employer inquiries about internship program development and best practices.
- Promotes partnerships and enhances the campus's relationships with outside organizations.

Campus Engagement and Student Education

- Independently and in collaboration with the Career Education team, offers workshops and on-line materials that will provide students the knowledge and skills necessary to obtain a job or internship and navigate the professional workplace. Particular focus should be placed on reaching first and second year students, transfer students, and first generation students.
- Provides direct service to current students and recent alum in the form of career coaching.
- Works with the Assistant Director for Internship Development to understand internship law, recruiting practices, guidelines, and news in order to be a resource for students, faculty, staff and employers.

Administrative Functions

- May utilize and manage online resources, such as LinkedIn, list-servs and social media

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mechanisms, in addition to print material, to support the outreach needed to bring students and internship employers together.

- Develops expertise in Handshake or equivalent career management platform and makes recommendations for optimal use of the platform to employers, students, campus stakeholders, and BCE staff.
- Develops surveys and conducts ongoing needs assessments. Utilizes knowledge of student and employer needs to create and improve specialized content for the BCE website.
- Actively participates and engages with the Berkeley Career Engagement staff during staff meetings, staff development exercises and periodic retreats.
- Actively contributes to a team environment that fosters and promotes a culture of diversity, equity, inclusion, and belonging (DEIB).
- Serves on internal committees and cross functional groups that are responsible for identifying issues and/or providing solutions for specific BCE needs or initiatives.

Required Qualifications

- Demonstrated program management and strategic planning skills
- Ability to design and deliver presentations/workshops tailored to different audiences with a focus on internships and externships.
- Demonstrated ability to evaluate, assess, and interpret a variety of program data aligned with programmatic goals and objectives.
- Knowledge of job market trends and occupational, career and employment information sources.
- Strong written, verbal, and interpersonal communication skills including the ability to effectively work with diverse individuals and groups of faculty, staff, students, alumni, and employers.
- Knowledge and experience in a diverse cultural environment and working with culturally diverse people.
- General social media marketing skills using tools such as Canva, Adobe, and social media platforms.
- Demonstrated ability to identify problems, develop appropriate resolutions, and take initiative for enhancement of the program.
- Ability to work independently with a minimum amount of supervision.
- Demonstrated successful experience working with college-level students or recent graduates.
- Ability to travel to local employers by personal vehicle or mass transit is required.
- This position is student facing and requires a hybrid work schedule. Must be able to work in the office on the UC Berkeley campus a minimum of three days per week.

Salary & Benefits

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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 salary range that the University reasonably expects to pay for this position is \$85,000 - \$95,000

- 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.
- This is a remote-friendly position, eligible for 40% remote capability

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.

Equal Employment Opportunity

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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](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

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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