

Director, Campus Activity and Major Events (0453U),
ASUC Student Union - 70937
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242577>

Downloaded On: Aug. 31, 2024 10:16pm

Posted Aug. 2, 2024, set to expire Nov. 28, 2024

Job Title	Director, Campus Activity and Major Events (0453U), ASUC Student Union - 70937
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Student Affairs
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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.

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

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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

The ASUC Student Union is a department within the Division of Student Affairs and is the administrative & advising support arm of the ASUC (Associated Students of the University of California) Student Government. This complex serves all students, faculty and staff, and visitors seeking to create and experience an inclusive campus community, thereby enhancing the student experience at UC Berkeley. To this end, we provide quality services and programs that foster experiential learning opportunities and ensure a sustainable organization. With direction from the ASUC Student Union Board, we derive income from student fees, retail operations, vending, food service, and a variety of self-operated units such as the Art Studio and Events Services. The Student Union Facilities Maintenance & Operations (SUFMO) manages and operates multiple facilities including the MLK Jr. Student Union, Eshleman Hall, Anthony Hall, and Anna Head Alumnae Hall. As a University amenity to the student experience, MLK Jr. Student Union and Eshleman Hall are required to provide building operations day and evenings. Our professional and student staff value providing high-quality customer service while fostering a safe, secure, and operable environment for the campus community and visitors.

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Position Summary

The Director of Campus Activities and Major Events at UC Berkeley is a pivotal leadership role responsible for overseeing and helping to coordinate campus-wide activities, managing the campus protest/demonstration response team, serving as the primary manager for major campus-wide events. The ideal candidate will demonstrate exceptional organizational skills, strategic thinking, and a commitment to fostering a vibrant and inclusive campus community. This position supports and advises the Student Union and Student Affairs Division on campus front-facing events, coordinating all campus entities. Moreover, the Director supports the Student Union in advocacy and support of RSO and department major events, as well as the coordination of RSO-specific leadership development opportunities. Travel, developing a plan for events activity and expansion in the new conference center.

Application Review Date

The First Review Date for this job is: 07/29/2024.

Responsibilities

Leadership and Management:

- Provide strategic direction and leadership for Student Union, Student Affairs and RSO activities, ensuring alignment with UC Berkeley's mission, values, and goals.
- Supervise and mentor teams for large scale events, empowering them to excel in their respective roles and contribute to the overall success of campus activities.
- Develop and manage integrations of campus wide events, services and activities to better serve the evolving needs of campus students.
- Lead the campus protest response team, developing protocols and procedures to effectively address and manage protests in alignment with university policies and regulations.
- Carefully balance the First Amendment rights and other civil liberties of individuals with the interventions required to protect student well-being, public safety and property.
- Serve as the primary point of contact for coordinating responses to campus protests, collaborating with relevant stakeholders to ensure the safety and security of all individuals involved.
- Manage Campus Observer and Peace Ambassador volunteer programs.

Lead Administrator of the campus Major Event Policy:

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- Manage the design, compliance and management of the UCB Major Event Policy, including vetting, staffing, and resource allocation to support a diverse range of campus major events.
- Create protocols and adjacent checkpoints to maintain the integrity of the policy through advocacy and campus wide communication.
- Act as the centralized contact for campus-wide major events, working closely with student organizations, faculty, staff, and campus leadership to facilitate event planning, logistics, and execution.
- These events include large scale events such as Cal Day and Golden Bear Orientation.

Strategic Planning and Collaboration:

- Develop and implement strategic initiatives to enhance campus engagement and foster a dynamic and inclusive campus community.
- Collaborate with campus departments, student organizations, and community partners to identify opportunities for collaboration and synergy in programming and event planning to maximize resources and experience.

Budget and Resource Management:

- Develop and manage the budget for campus activities, ensuring fiscal responsibility and resource optimization.
- Coordinate the procurement of necessary resources and services to support campus events and activities, negotiating contracts and agreements as needed.

Other duties as assigned:

- Change manage evolving situations and lead adaptations as needed through community leadership.
- Prioritize flexibility to take on responsibilities with the flexible needs of campus as directed by supervisors and campus leadership.
- Serve as campus pyrotechnician and assist groups who would like to have pyrotechnics at events.
- Maintaining access to campus development strategies, especially as it pertains to major campus events and initiatives.
- Work with UDAR SED team to identify and support development engagements and opportunities around campus activities.

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Required Qualifications

- Thorough knowledge and experience in advising and counseling techniques and student leadership/student development theory and practice.
- Skills in developing learning outcomes and assessing student learning and development.
- Strong understanding of and/or can quickly learn campus dynamics, student engagement, and issues related to campus activism and management.
- Knowledge of the needs of undergraduate student leaders and willing to work in partnership with student government leadership.
- Ability to mediate conflict, problem-solve, and respond appropriately to student concerns.
- Respectful of diverse opinions and underrepresented student experiences.
- Demonstrate ability to communicate effectively one-to-one, in small groups and in public speaking contexts.
- Exceptional organizational and verbal/written communication skills, including the ability to use diplomacy/discretion.
- Strong interpersonal skills with ability to work both collaboratively and independently with students, staff, faculty, and the public.
- Ability to interact at all levels with campus and community constituents and stakeholders with a high level of political acumen.
- Demonstrate leadership experience by creating cross-campus partnerships and collaborations with other colleagues.
- Ability to manage multiple assignments and projects successfully in a fast paced, politically charged environment.
- Ability to create an environment of understanding and acceptance; and challenge organizational policies and practices that may be exclusionary.
- Demonstrate resilience, courage, objectivity, trustworthiness, honesty, respect, inclusiveness, and fairness.
- Skill in designing, implementing, and facilitating training, leadership, de-escalation, customer service, and personal development retreats, workshops, and programs for full-time staff, student staff, interns, and graduate students.
- Ability to demonstrate creativity and flexibility in working on various projects with a variety of constituent groups.
- Ability to analyze situations and develop innovative solutions to improve functional area in regards to efficiency and performance.
- Knowledge of principles and procedures involved in risk assessment.
- Budgetary and fiscal skills.

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- Advanced experience or equivalent to 10+ years in event management, campus activities, or a related field, with demonstrated leadership and supervisory experience.
- Experience advising students and/or student governments within a collegiate setting.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Master's degree is strongly preferred in college student affairs, counseling, education or related fields.

Salary & Benefits

This is a 1 year, full-time (40 hours/week), contract appointment, eligible for UC benefits with the possibility of extension with continued funding. This is a monthly paid, exempt position.

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 or hourly range that the University reasonably expects to pay for this position is \$120,000.00 - \$145,000.00.

How to Apply

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



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Other Information

- This is not a visa opportunity.

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 https://apptrkr.com/get_redirect.php?id=5480937&targetURL=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/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 applying for or inquiring about this job announcement.

Contact

N/A

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