Job Description

Job Title: Assistant Director for Event Planning and Communications, BCLT (6298U) #17260

Job ID: 17260

Location: Main Campus-Berkeley

Full/Part Time: Full-Time

Regular/Temporary: Regular

Department: Law

Application Review Date
The First Review Date for this job is: January 27, 2014

Departmental Overview

UC Berkeley School of Law (Boalt Hall) is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. Berkeley Law is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national, and global import.

Berkeley Center for Law and Technology (BCLT), at the University of California, Berkeley, is currently seeking a highly organized self-starter to fill the role of Assistant Director for Event Planning and Communications. This is an exciting opportunity to join a dynamic team focused on the cutting edge of intellectual property (IP) law and related fields as they affect public policy, business, science, and technology.

This position will assist with BCLT event planning, publicity and execution, and will also focus on outreach and engagement, via oral, electronic and print communications, with internal and external constituents such as Berkeley Law students, current and potential sponsors, academics, and others. Duties include creation of newsletters and correspondence, managing listservs, database management, and website maintenance. This position reports directly to the associate director and works closely with the executive director. Evening and weekend work is often necessary to meet deadlines and prepare for events.

Responsibilities

30%  *Under general supervision conducts comprehensive event planning for complex events, including budgeting, registration, coordination, implementation and post-event evaluation, including budget reconciliation. *Ensures smooth-running, effective events, including recognizing and resolving potential and actual problems in a timely manner using tact, discretion and political acumen. May process expense reports.

5%  Interfaces with IT to resolve technical problems with phones and computing resources and to purchase new equipment.

20%  Designs and implements communication strategies designed to publicize events to the general public, students, faculty, sponsors, and government representatives. *Develops and implements comprehensive short and long range strategy for electronic and printed communications.
10%  May research various topics and gather relevant data to inform unit strategic plans. Participates in short and long range planning for administrative services operations.

20%  *Prepares and/or assists in preparing written and visual materials. *Creates newsletters and correspondence to Berkeley Law students, current and potential sponsors, academics and other constituents. Creates and maintains listservs and mailing lists. *Prepares and/or assists in preparing written and visual materials for website. Keeps website current.

10%  Maintains customized database of contacts.

5%   May coordinate meeting or events logistics between institutional and outside constituencies. Represents the program on administrative affairs to UC and Berkeley Law departments, including Berkeley law student organizations.  

(*essential job functions)

**Required Qualifications**
- Bachelor's degree in related area and/or equivalent experience/training  
- Knowledge of basic concepts and principles of building and maintaining effective relations with a variety of constituencies.  
- Highly effective written and oral communication and interpersonal skills to successfully interact with diverse constituents and present information in a manner that is appropriate for the needs of the audience.  
- Excellent analytical skills, with the ability to think creatively to solve problems and develop solutions.  
- Demonstrated experience managing and planning events and outreach, including developing budgets, publicity and communication strategies, generating reports, tracking data and maintaining databases.  
- Ability to work evenings and weekends to prepare for and attend events.  
- Ability to be a self-starter, to take initiative and work independently as well as on a team.  
- Ability to apply poise under pressure and use sound judgment in responding to issues and concerns.  
- Detail-oriented and able to work rapidly and accurately under deadline pressure in an interrupt-driven environment.  
- Solid organizational skills with demonstrated ability to prioritize and coordinate several projects simultaneously with demanding timeframes.  
- Adept with technology and willing to learn new software applications as needed to support program goals.  
- Proficiency with Microsoft Office Suite, with advanced knowledge of Excel spreadsheet applications, database design (Salesforce preferred), HTML and web page design tools such as RedDot and InDesign  
  Experience successfully publishing materials to the web, with a solid knowledge of and experience with web editing software.  
- Ability to use discretion and maintain all confidentiality.  

**Preferred Qualifications**
- 2 years event planning and/or communications experience preferred.

**Salary & Benefits**
Hiring salary range: $42,000-$55,000
For information on the comprehensive benefits package offered by the University visit:http://atyourservice.ucop.edu/forms_pubs/misc/benefits_of_belonging.pdf
How to Apply
Please submit your cover letter and resume as a single attachment when applying.
Apply here: http://jobs.berkeley.edu/job-listings.html

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