

**Communications & Program Assistant (4722C) - 69738**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=236902>

Downloaded On: Jun. 29, 2024 3:22pm

Posted May 31, 2024, set to expire Jun. 30, 2024

<b>Job Title</b>	Communications & Program Assistant (4722C) - 69738
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	May 31, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Communications/Public 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.

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](http://grow.berkeley.edu).

### **Departmental Overview**

The Office of Environment, Health & Safety's (EH&S) mission is to provide guidance and services to the campus community that promote health, safety, and environmental stewardship. EH&S is a highly dynamic, fast paced, committed organization focused on promoting workplace safety and environmental protection for the campus community. We are comprised of many scientific, technical, and administrative professionals, working in an evolving, learning, and sometimes challenging environment with a unified goal of supporting the University's mission of teaching, research and public service. EH&S strives to be an inclusive, service oriented, and operationally excellent organization and is seeking highly motivated individuals who want to learn, be creative, seek continuous competency development, and contribute to our mission.

### **Position Summary**

The Communications and Program Assistant applies an advanced administrative skill set to support technical teams at EH&S, with a particular focus in communications; including content development,

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design system implementation, executing publishing workflow procedures, safety outreach campaigns, digital project coordination, and compliance program support. The Assistant also serves as an on-site resource to Front Office Operations, and provides administrative assistance to support overall department functions.

### **Application Review Date**

The First Review Date for this job is: 06/13/2024.

### **Responsibilities**

#### Communications & (Client) Outreach Support

Within established guidelines and approval workflows and as assigned:

- Prepares program documentation, broadcast emails and outreach materials.
- Edits and proofreads written materials and visual communications for clarity and consistency.
- Produces, distributes, and revises departmental communications for various audiences.
- Interfaces with clients, via departmental email accounts and other mediums (emails, submission forms, work-request queue).
- Participates in special projects and workgroups as assigned.
- Partners with subject matter experts/resources on teams to scope and define projects to meet departmental goals and objectives.

#### Website/Digital Contributor

- Works with management and SMEs to update, review, and revise department's websites.
- Produces, edits, updates website content, applying familiarity with Content Management Systems (CMS).

#### Program Support

- Provides administrative and program support to technical programs, and subject matters experts, working with supervisor to align priorities and tasks.
- Cross-trains to support all EH&S technical programs and teams; per business needs, may be assigned to a single area of focus (specific team, specific function).

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- Works with supervisor to maintain client contact lists and may manage other program- specific data, following specified processes and procedures.
- Maintains team records and updates as needed, applying standardized file organization practices.
- Analyzes current and recommends new processes and procedures, and, upon approval from management, ensures that associated guidance documentation (process mapping) is written and/or updated.
- Applies moderately complex spreadsheet formulas, pivot tables, and similar functions. Compiles and arrays spreadsheets using subject-matter knowledge of the material to ensure data results are consistent with the nature of the data. May analyze trends.
- Uses approved specialized office software and tools, outlining existing or new processes.
- May coordinate large, complex conferences/meetings/programs.
- May work on sensitive issues, regulatory compliance priorities, protocol, et cetera.

### Administrative and On-Site Front Office Support

- Supports Front Office Operations as part of on-site responsibilities. including leave coverage (up to 5 days per week, pending staffing).
- Completes necessary checklists and associated tasks as part of daily responsibilities, including managing phone calls, mail, emails, equipment maintenance, fleet assistance, office supplies, and other routine tasks.
- Works with team manager on assigned support tasks requiring some knowledge of departmental processes and procedures; consults with supervisor to track action items, define priorities, and timelines.
- Serve as back-up vehicle custodian. Drives university vehicles in fulfillment of job responsibilities.
- Participates in department safety committee and/or building management team.

### Staff development:

- Works on professional committees and assignments, participates in professional trainings for skill development, attends relevant conferences, and/or is mentored or coached on a formal or informal basis for continuous improvement.

### Other duties as assigned, including, but not limited to:

- Completes and maintains compliance on campus/systemwide training requirements, as well as any training necessary per role.

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- At the request of campus management (EH&S Director, VC Administration/Research, UCPD Chief, or designated alternate), serve in a designate role within the EH&S Emergency Support Function and be on call to the campus Emergency Operations Center in a campus designated disaster or campus hazardous material release/threatened release. Provide appropriate emergency response role based upon expertise and, where applicable, designated departmental role.
- Performs additional duties within the scope of this classification as assigned.

### Required Qualifications

- Proven advanced level written and oral communications skills to convey relevant information to diverse audience.
- Prior experience working with technical content.
- Ability to listen actively, think critically, acquire and apply specific content knowledge to perform communication functions.
- Customer service orientation: Requires strong interpersonal skills; demonstrated experience developing and growing relationships with clients as well as colleagues and internal cross-functional teams.
- Excellent time management skills, ability to prioritize and manage multiple tasks; ability to be flexible and adaptable to change.
- Ability to work independently as well as in a team environment establishing priorities and maintain effective working relationships.
- Thorough knowledge in administrative procedures and processes including word processing, spreadsheet and database applications.
- Advanced knowledge of Microsoft Excel and Google Sheets.
- Performs data entry, has prior experience working with databases and maintaining data standards and integrity.
- Has experience using Google App Scripts in worksheets and processes, including testing, maintenance, and quality assurance.
- Demonstrated computer skills and knowledge to apply other programs to key responsibilities including but not limited to: MS Suite (Word, Power Point), Adobe Acrobat, Google Suite (Email, Calendar, Drive, Sheets, Docs), Video Conferencing (Zoom, Google Meet), and databases.
- Ability to use discretion, sound judgement and maintain all confidentiality.
- High School Diploma and/or equivalent experience/training.

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### Preferred Qualifications

- Website content management experience, including Open Berkeley/Drupal.
- Demonstrated intermediate to advanced knowledge of Adobe Creative Suite, Visio, Figma, Miro, Canva, Google Analytics, Site Improve, DocuSign, Smartsheet and other computer tools relevant to communications, digital content, and project coordination.
- Experience in marketing, communications, technical writing, or related area.
- Experience with graphic design and video editing.
- Experience with campus systems, including BearBuy, UC Learning Center, and ServiceNow.

### Salary & Benefits

This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid hourly and eligible for UC 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 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 \$28.44 (Step1) - \$35.67 (Step 11), commensurate with experience.

### How to Apply

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

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### Driving Required

- A valid driver's license and DMV check for driving record is required.

### Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

- This appointment may be eligible for up to 40% remote work, pending staffing coverage and leave considerations.
- 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 U.S. Equal Employment Opportunity Commission poster](#).

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.



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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)

### 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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