

Haas Copy & Mail Services Coordinator (7458U) - Haas
School of Business 71783
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243607>

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Posted Aug. 23, 2024, set to expire Dec. 20, 2024

Job Title	Haas Copy & Mail Services Coordinator (7458U) - Haas School of Business 71783
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 23, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
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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

UC Berkeley's Haas School of Business offers a unique opportunity to champion new ideas, collaborate across boundaries, and continually learn in a workplace committed to increasing diversity and creating a welcoming environment for all. Our distinctive culture is captured within our four Defining Leadership Principles: Question the Status Quo, Confidence Without Attitude, Students Always, and Beyond Yourself. These principles distinguish Berkeley Haas as a unique environment conducive to teamwork, collaboration, and career growth.

The Haas Mailroom and Copy Center is a hub for all kinds of needs within Berkeley's Haas.

Application Review Date

The First Review Date for this job is: September 4, 2024

Responsibilities

- Independently plans, schedules, designs, and coordinates publications and presentation graphics that meet the needs of the academic professional or staff member who needs them to support

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students, alumni, faculty, or prospective students.

- Provides original design and layout on selected publications including brochures, catalogs, media guides, newsletters and office and building signage.
- Assists clients in the design and layout of a broad range of publication materials or exhibit design.
- Tracks and monitors budget expenditures for publication materials. Ensures manuscript and journal standards are met and handles the expert review process.
- Mail/Supply Room operations: Receive incoming mail such as letters, packages, and parcels.
- Lift and unload containers of mail. Sort and categorize mail and place mail into personal mailboxes (if located in the mailroom and faculty building). Receive outgoing mail. Maintain the
- Haas mailroom supplies (restock, order) and ensure a clean and orderly mailroom.
- Ensures all publications meet specific electronic and / or printing and mailing requirements, including Haas branding.
- Gathers, analyzes, and prepares project plans for publications, including approaches, trends, sources and uses.
- Routes jobs through scheduling, editing, writing, design, review, and distribution, communicating with clients as needed.
- Negotiates changes between print vendors or website designers and department staff to effectively relate the purpose of the publication.
- Supports the maintenance of the duplication machines. Xerox Prime and Alta Link series machines. HP workgroup printers
- Professional Learning and Growth: Actively contributes to a team environment that fosters and promotes a culture of diversity, equity, inclusion, justice, and belonging within the unit and at Haas. Exemplifies Haas' four Defining Leadership Principles: 1) Question the Status Quo; 2) Confidence without Attitude; 3) Students Always; and 4) Beyond Yourself.
- Other duties as assigned.

Required Qualifications

- Time and project management skills to effectively establish priorities and meet competing deadlines.
- Working knowledge of marketing principles.
- Thorough knowledge of applicable publishing software applications.
- Strong skills in originating and maintaining databases for desktop publishing and image storage.
- Strong skills to effectively produce visual materials that meet and satisfy the needs of the client.
- Strong skills in interpersonal communications to interact effectively with a variety of clients, support staff and vendors.
- Strong skills in collaboration to best meet project goals and objectives of clients.
- Ability to handle small to large multiple projects simultaneously.

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- 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 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 \$66,700 to \$80,000.

- 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 position is not a visa opportunity.

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



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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/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

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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