

Communications Specialist (7458U) Office of  
Undergraduate Admissions - 73392  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=246792>

Downloaded On: Oct. 19, 2024 1:16pm

Posted Oct. 9, 2024, set to expire Feb. 5, 2025

<b>Job Title</b>	Communications Specialist (7458U) Office of Undergraduate Admissions - 73392
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Oct. 9, 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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**Communications Specialist (7458U) Office of Undergraduate Admissions - 73392**

**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 Undergraduate Admissions provides a fair opportunity for every applicant to obtain admission to the University, operates in a professional manner that ensures positive staff morale and values hard work and dedication. The team communicates and collaborates effectively, presents a coordinated effort to standardize procedures and document best practices, offer a variety of methods for professional development, and provide first-class customer service in a cost-effective and transparent manner.

### **Application Review Date**

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

### **Responsibilities**

- Ensures all publications meet specific electronic and / or printing and mailing requirements. Independently plans, schedules, designs, and coordinates publications or presentation graphics that meet the needs of the event and / or department. Gathers, analyzes, and prepares project plans for publications, including approaches, trends, sources and uses. May assist in the analysis and development of reports related to this work.

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- Assists functional staff and systems team in the design and layout of a broad range of publication materials or exhibit design. Provides original design and layout on selected publications including brochures, catalogs, media guides, newsletters and signage.
- Support communications efforts of the office, including event/program support and information distribution and accessibility (i.e. website, portal, social media), in a consultative capacity, as well as providing communication assets to be used for such efforts.
- Prepares communications for delivery, including the routing of jobs through scheduling, editing, writing, design, review and distribution. This may occur via electronic or print communications.
- Copy editing for requested communications from campus partners to ensure communications align with admissions policies and procedures.
- Establishes and maintains schedules and records for the production of publications.
- Negotiates changes between print vendors or website designers and department staff to effectively relate the purpose of the publication. Could support the procurement processes for these vendors and designers.
- Serves as reader for a small application caseload - Reads applications for first-year applicants. Conducts holistic reviews, assessing academic preparedness of applicants. Assesses applicants for motivation, initiative, leadership potential, work/life experience, extracurricular activities, socioeconomic status, disability, and educational/personal hardship. Uses professional judgment when reviewing complex applications for admission. Using extensive knowledge of college/school/department requirements and applicant pool, assesses the applicants' overall record and experience for final admissions recommendation.
- Campus Partnerships:
  - Plans, develops, coordinates and implements activities for undergraduate student development in partnership with campus programs. Interprets, implements and applies University admission policies. Keeps supervisor abreast of progress/process. Maintain and support relationships with alumni and current student groups.
  - Monitors and analyzes changes in external relations, legislation, and UC policies for impact on prospective or admitted students and determines communication needs and updates that may result.
  - Stays on top of trends and policies in higher education in California, nationwide and internationally.
- Professional Development & Other Duties as Assigned:
  - At certain times of the admissions cycle, the Incumbent may be called upon to support the activities of the office, Enrollment Management and Student Affairs with duties outside of those responsibilities outlined above.

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- The staff member in this position must also stay current on changing educational systems and policies. Identify professional development activities that would enhance incumbent's skills, knowledge and or experience. These may include, but not limited to, attending and/or presenting at conferences.

### Required Qualifications

- Thorough knowledge and experience working with a diverse student population.
- Time and project management skills to effectively establish priorities and meet competing deadlines.
- Ability to interpret and communicate University policies and procedures to prospective students and the public.
- Strong communication and interpersonal skills to communicate effectively with all levels of staff, verbally, visually and in writing.
- Experience and skill in student recruitment and knowledge of marketing research and analysis.
- 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.
- Ability to establish and maintain cooperative relationships with schools, universities, community organizations, and other institutions; and possesses strong skills in collaboration to best meet project goals and objectives of clients.
- Ability to handle small to large multiple projects simultaneously.
- Ability to use discretion and maintain all confidentiality. Analytical / problem-solving skills.
- Ability to multi-task with demanding timeframes.
- Familiarity with CRM tools, such as Slate and Salesforce.
- Bachelor's degree in related area and / or equivalent experience / training

### Preferred Qualifications

- Knowledge of K-16 education issues.
- Knowledgeable about Office of the President, Board of Admission and Relations with Schools (BOARS), and the Berkeley campus' Admissions Enrollment & Preparatory Education Committee (AEPE); the Family Educational Rights and Privacy Act (FERPA).
- Bilingual / multilingual capabilities.
- Master's degree in related area and / or equivalent experience / training

### 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 \$77,860 to \$87,020.

- 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 hybrid position with at least 2 days a week in person/on campus.

### **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.

### **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**

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](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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