

Communications Analyst (7398U), Business Operations -
76995

University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254472>

Downloaded On: Apr. 2, 2025 10:25pm

Posted Mar. 17, 2025, set to expire Jul. 1, 2025

Job Title	Communications Analyst (7398U), Business Operations - 76995
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 17, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Communications/Public Relations
Apply Online Here	https://apptrkr.com/6080575

Apply By Email

Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.



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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Associate Vice Chancellor's Office of Business Operations is comprised of Berkeley Regional Services (BRS), Parking & Transportation (P&T), and Mail Services that provide high-quality administrative support to the UC Berkeley Campus.

Under the AVC for Business Operations, we provide reliable, high-quality administrative support services for the University of California, Berkeley in the areas of Research Administration (RA), Business & Financial Services (B&FS), and Human Resources & Academic Personnel Support (HR/APS), Parking & Transportation, and Mail Services. In support of the UC Berkeley Principles of Community (<https://diversity.berkeley.edu/principles-community>) and the university's mission of teaching, research and public service, AVC Business Operations operates in a culture which encourages collaboration, innovation, simplification, and accountability. Our staff focuses on service, a commitment that is aligned with UC Berkeley's mission of Research, Teaching, and Public Service. We recognize excellence and strive to provide timely, consistent, and dependable service to UC Berkeley. AVC Business Operations is committed to developing a culture in which employees are actively engaged in the work, mission, and vision of the organization and of UC Berkeley.

Application Review Date

The First Review Date for this job is: March 27, 2025

Responsibilities

- Manages complex comprehensive communications programs, including written, visual, and electronic communications, for large, highly visible organizations. Includes identifying specific communication needs, and ensuring production of high quality products that effectively deliver

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the desired message within budget and time constraints.

- Researches, monitors and analyzes regulations, legislation, research literature and UC policies for impact on the organization or initiative.
- Works with departmental (Directors, Managers, and Supervisors) or college administration (People & Culture, Controller's Office, VCA, BPMO) to create, develop, and implement comprehensive long and short term strategic communications plans.
- Proposes, leads and / or participates on policy and planning committees and working groups. Provides strategy development for organizational or research initiative.
- Conducts post-implementation analysis to determine the need for further enhancements, finer distinctions and / or additional process / policy components.
- Develops proposals and recommendations to guide and support a broader strategic direction for the organization or initiative.
- Produces a variety of communication pieces in a variety of venues including written, visual, and electronic communications using web development and graphic design tools including Wordpress, Drupal, Adobe products (Photoshop, InDesign & Illustrator), and presentation tools including Microsoft PowerPoint
- Performs ad hoc, analytical studies on a wide variety of policies, programs and issues which are complex in nature.
- Researches and analyzes processes and procedures, summarizes findings, policies and organizational structures in order to develop and / or implement changes and to provide consultative services to department administrators, partners and external stakeholders.
- Prepares directives, regulations, technical guidance, and other instructions for issuance to stakeholders.
- Coordinates implementation with cross-organizational departments or external entities as needed.
- Researches and drafts complex proposals, reports, briefings, executive summaries, and speeches. Establishes and maintains contacts internally and with external constituents for the collection and exchange of data.
- Develops scope of work, budgets, and reports for project requirements.

Required Qualifications

- Knowledge of and/or ability to learn common organization- or research-specific and other computer application programs.
- Advanced knowledge and understanding of all aspects of communications, including strategic planning, technical aspects and requirements of various venues, and most appropriate and effective applications.
- Strong skills to advise and consult management on all aspects of communications, ranging from

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developing effective communication strategies to appropriately responding to inquiries regarding sensitive or complex issues or information.

- Analytical / problem-solving skills.
- Strong skills in analyzing, researching and synthesizing large amounts of data for preparing sound and relevant proposals / analyses.
- Ability to multi-task with demanding timeframes.
- Strong policy analysis techniques.
- Advanced knowledge and understanding of technical applications, including design concepts, various media, and applications.
- Strong skills to create, develop and implement long and short term strategic communication plans.

Education/Training:

- 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 or hourly range that the University reasonably expects to pay for this position is \$72,600.00 - \$100,800.00. The full pay scale for this classification is \$72,600.00 - \$129,000.00.
- This is an exempt, monthly-paid position.
- This is a full-time, Career position that is eligible for full UC benefits.
- This position is eligible for up to 80% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.



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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.

SB 791 and AB 810 Misconduct Disclosure

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Other Information

This is not a visa opportunity.

Equal Employment Opportunity



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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.

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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