

Communications Manager \*fully remote\* (7477U) AAPI  
Data, 76997  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254594>

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Posted Mar. 19, 2025, set to expire Jul. 1, 2025

|                             |   |
|-----------------------------|---|
| <b>Job Title</b>            | Communications Manager *fully remote* (7477U)<br>AAPI Data, 76997     |
| <b>Department</b>           | Institute for the Study of Societal Issues                            |
| <b>Institution</b>          | University of California, Berkeley<br>Berkeley, California            |
| <b>Date Posted</b>          | Mar. 19, 2025   |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Director/Manager<br>Professional Staff                                |
| <b>Academic Field(s)</b>    | Communications/Public Relations                                       |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/6088329">https://apptrkr.com/6088329</a> |

**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

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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.

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

AAPI Data, based in the Institute for the Study of Societal Issues at the University of California Berkeley, seeks a Strategic Communications Manager who will lead implementation of the organization's comprehensive communications strategies. This role is pivotal in enhancing the organization's visibility, promoting its mission, and ensuring consistent messaging across all platforms.

## Position Summary

Reporting to the Executive Director of AAPI Data, the Strategic Communications Manager will lead implementation of the organization's comprehensive communications strategies. This role is pivotal in enhancing the organization's visibility, promoting its mission, and ensuring consistent messaging across all platforms.

## Application Review Date

The First Review Date for this job is: 3/31/2025

## Responsibilities

- Works with management and clients to create, develop, and implement long and short term strategic communications plans and / or projects.
- Manages comprehensive communications programs, including written, visual, digital, and electronic communications.

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- Ensures production of high quality products that effectively deliver the desired message within budget and time constraints. Products include reports, social media content, infographics, blog posts, and email newsletters.
- Works with management to cultivate and manage relationships with media outlets, journalists, and influencers to secure coverage and amplify AAPI Data's research and initiatives.
- Advises and consults with departmental / college administration, and external stakeholders regarding all aspects of communications including developing strong communications strategies that effectively deliver the desired message, policy interpretation, and problem resolution.
- Identifies specific communications needs and develops the content and process for organizational improvements.

### Required Qualifications

- Knowledge of all aspects of communications, including strategic planning for various media venues, technical aspects and requirements of various venues, and most appropriate and effective applications.
- Knowledge and understanding of technical applications to effectively direct technical staff, or personally perform technical work, including design concepts, various media, and applications.
- Knowledge of the organization, its achievements, mission, vision, goals, policies, practices, infrastructure, and a strong knowledge of current affairs, and issues in higher education and / or health sciences.
- Solid skills to create, develop, and implement comprehensive long and short term strategic communications plans.
- Knowledge and skills to advise and consult with management to ensure delivery of the desired message to the target and / or broad general audiences.
- Solid written, verbal, interpersonal communications, active listening and political acumen skills.
- Knowledge of location protocols and channels for communication internally and externally.

### EDUCATION

- Bachelor's degree in related area and/or equivalent experience/training.

### Salary & Benefits

This is a 1yr, full-time (40 hours/week), contract appointment, eligible for UC benefits. This is a monthly paid, exempt position.

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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 or hourly range that the University reasonably expects to pay for this position is **\$80,400.00 - \$99,000.00**.

### How to Apply

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

### Other Information

- This position is 100% Fully Remote.
- 1-year, contract appointment.
- 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.

### Misconduct

**SB 791 and AB 810 Misconduct Disclosure Requirement:** 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

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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](#)

### **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 [https://apptrkr.com/get\\_redirect.php?id=6088329&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=6088329&targetURL=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)



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**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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