

**Communications Director (5887U) - CITRIS**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=256504>

Downloaded On: May. 8, 2025 4:53am

Posted May 5, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Communications Director (5887U) - CITRIS
<b>Department</b>	Center for Information Technology Research in the Interest of Society
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	May 5, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager Professional Staff
<b>Academic Field(s)</b>	Communications/Public Relations
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6201106">https://apptrkr.com/6201106</a>
<b>Apply By Email</b>	

**Job Description**

Image not found or type unknown



**Communications Director (5887U) - CITRIS**

**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

## Communications Director (5887U) - CITRIS University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256504>

Downloaded On: May. 8, 2025 4:53am

Posted May 5, 2025, set to expire Jul. 1, 2025

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

With support from industry and private gifts, the State of California has invested in the establishment of four Governor Gray Davis Institutes for Science and Innovation (GGDISI). As one of these institutes, the Center for Information Technology Research in the Interest of Society (CITRIS) and the Banatao Institute is charged with having, through its research in information technology, a highly-visible impact on the quality of life of the people, the growth of California-based industry, and the improved effectiveness of many agencies of the State.

CITRIS is a four-campus institute comprising the Berkeley, Davis, Santa Cruz, and Merced campuses of the University of California. In addition to the Colleges of Engineering on these campuses, numerous other academic departments (e.g., the Information School, CDSS, Engineering, GSPP and many others) are involved in the research of the Institute. Berkeley is the lead campus for the institute and all operational, administrative, and financial matters for the Institute are provided or coordinated from that campus.

This position maintains a full-scale public relations program to include media and public relations, executive visibility, annual report, and awards. Provides strategic guidance for research initiatives, labs, programs and outreach including the CITRIS Research Exchange, CITRIS Membership Program, and Seed Grant Program.

**This is a 2-year contract appointment with the possibility of extension and/or conversion to career.**

**Application Review Date**

Communications Director (5887U) - CITRIS  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256504>

Downloaded On: May. 8, 2025 4:53am

Posted May 5, 2025, set to expire Jul. 1, 2025

The First Review Date for this job is: May 15, 2025 - Open Until Filled

## Responsibilities

**30%** - Develops and manages strategic communications and brand identity for CITRIS and the Banatao Institute across multiple channels including web, video, social media, newsletters, reports, print, broadcast, public events, and VIP meetings. Directs all aspects of CITRIS communications across a variety of disciplines including content strategy, writing, editing, web design, graphic design, user experience, photography, videography, motion graphics, museum curation, event production, and public relations.

**25%** - Ensures that high quality work is completed within budget and time constraints. Reviews and edits deliverables to ensure consistent, compelling, and accurate messaging.

**20%** - Selects, trains, guides, mentors, and evaluates staff and student assistants. Maintains staff development plans and annual goals. Ensures integration of various communications disciplines for most effective communication efforts. Manages changes in priorities, timelines, and staff workloads and takes corrective action as required.

**15%** - Evaluates effectiveness of communications and outreach activities. Recommends and implements improvements to communications programs, tools and processes accordingly.

**10%** - Participates in Chancellor, Advisory Board, GGDISI, campus, and operations staff meeting to understand emerging topics, gather stories, and advise on strategies. Represents CITRIS at external events and on-campus councils including the Berkeley Communications workgroup, and others that may emerge.

## Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Advanced knowledge and understanding 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.
- Advanced knowledge and understanding of technical applications to direct professional technical staff, or personally perform technical work, including design concepts, various media, and applications.
- Advanced knowledge of the organization, including its mission, vision, goals, policies, and infrastructure; strong knowledge of current affairs and issues in higher education and / or health

## Communications Director (5887U) - CITRIS University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256504>

Downloaded On: May. 8, 2025 4:53am

Posted May 5, 2025, set to expire Jul. 1, 2025

sciences.

- Advanced skills to create, develop, and implement long- and short-term strategic communication plans.
- Advanced skills to advise and consult management on all aspects of communications, ranging from developing effective communication strategies to appropriately responding to inquiries regarding sensitive or complex issues or information.
- Excellent written, verbal, interpersonal communications, active listening and political acumen skills.
- Excellent analytical, critical thinking, project management, and problem recognition, avoidance, and resolution skills.
- Thorough knowledge of location protocols and channels for communication internally and externally.

### 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 \$98,600 to \$138,500 yearly (\$8,216.67 to \$11,541.67 monthly). This is a 100% FTE, 2-year contract position eligible for benefits. This position is FLSA Exempt and paid monthly.

### Other Information

This is a 2-year contract appointment with the possibility of extension and/or conversion to career.

### Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the

## Communications Director (5887U) - CITRIS University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256504>

Downloaded On: May. 8, 2025 4:53am

Posted May 5, 2025, set to expire Jul. 1, 2025

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 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](#)

### **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.

The [University of California's Affirmative Action policy](#).

The [University of California's Anti-Discrimination policy](#).

Communications Director (5887U) - CITRIS  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256504>

Downloaded On: May. 8, 2025 4:53am

Posted May 5, 2025, set to expire Jul. 1, 2025

**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

,