

Communications & Publications Specialist, The Robbins
Collection (7457U), Berkeley Law - 79265
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259734>

Downloaded On: Jul. 17, 2025 12:50pm

Posted Jul. 16, 2025, set to expire Jun. 30, 2026

Job Title	Communications & Publications Specialist, The Robbins Collection (7457U), Berkeley Law - 79265
Department	Berkeley Law
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 16, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Communications/Public Relations
Apply Online Here	https://apptrkr.com/6380382

Apply By Email

Job Description

Image not found or type unknown



Communications & Publications Specialist, The Robbins Collection (7457U), Berkeley Law - 79265

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

Communications & Publications Specialist, The Robbins
Collection (7457U), Berkeley Law - 79265
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259734>

Downloaded On: Jul. 17, 2025 12:50pm

Posted Jul. 16, 2025, set to expire Jun. 30, 2026

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

The mission of the Robbins Collection Research Center is to promote and sponsor comparative research and study in the fields of religious and civil law. The Robbins Collection houses more than 340,000 titles on such topics as civil law, comparative law, jurisprudence, legal history, and religious law encompassing the canon law of the Roman and Greek churches, Jewish law and Islamic law. The Robbins Collection's holdings include more than 300 manuscript books, more than 300 incunables, more than 150 manuscript documents and fragments, electronic resources for historical legal research, and microfilms of the Canon and Roman law manuscripts in the Vatican Library. For more information on the Robbins Collection, see <https://www.law.berkeley.edu/library/robbins/>.

Position Summary

With input of Director helps coordinate the printed and/or electronic production of books, catalogs, publications, manuscripts, promotional and other materials. May confer with writer/editors, communications design specialists, web programming specialists, project directors and related staff in the preparation of proposed publications; verifies that format of copy conforms to printing and/or electronic publishing specifications. Under supervision of Assistant Director, manages and updates Robbins website, including exhibits, news items, online research resources for scholars. Consults Assistant Director to ensure efficient storage systems are in place to include desktop publishing and image scanning. Develops and assists with digitization projects, including photographing, editing, storing and ensuring public access when applicable. Under supervision, produces variety of communications materials with text and imagery, including display case and digital exhibits, print and electronic newsletters, brochures, posters, and invitations for upcoming events. Drafts and edits

Communications & Publications Specialist, The Robbins
Collection (7457U), Berkeley Law - 79265
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259734>

Downloaded On: Jul. 17, 2025 12:50pm

Posted Jul. 16, 2025, set to expire Jun. 30, 2026

Robbins written communications. Helps prepare video and audio tools for visitors to Collection. Works with other units at Berkeley Law, UC Berkeley, and outside UC Berkeley on publications and communications projects as needed. Helps supervise student employees assigned to work on Robbins publications and communications projects.

Involves planning, scheduling, and coordinating the printed and/or electronic production of books, catalogs, publications, manuscripts, promotional and other materials. Confers with writer/editors, communications design specialists, web programming specialists, project directors and related staff in the preparation of proposed publications; verifies that format of copy conforms to printing and/or electronic publishing specifications.

Application Review Date

The First Review Date for this job is: 07/14/2025.

Responsibilities

Production:

- Applies professional concepts to plan and expedite non-complex or portions of production schedules.
- Working with Director, assists with compilation and formatting of Robbins books to prepare them for on-demand publication.
- Includes copy editing, and proofreading, typesetting pages, developing design templates, coordination with contributors and authors, formatting cover and text for submission to Ingram.
- Submits information to Library of Congress for CIP data.
- Maintains accurate records for texts on file with Ingram.
- Working with Director, guides book projects from inception through final stages, including correspondence with editors, authors, and contributors.
- Ensures efficient storage systems are in place to include desktop publishing and image scanning.
- Advises Director on updates for relevant computer and other equipment to meet unit's publications and communications needs.

Electronic Communications:

- Manages website content and production of communications for web, audio and video including exhibits and other resources.
- Develop a magazine style newsletter with information relating to recent acquisitions, publications,

Communications & Publications Specialist, The Robbins
Collection (7457U), Berkeley Law - 79265
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259734>

Downloaded On: Jul. 17, 2025 12:50pm

Posted Jul. 16, 2025, set to expire Jun. 30, 2026

events, and other information along with images for distribution in print format and through MailChimp to subscribers.

- Writing, editing, designing, production, or programming.
- Assesses and provides solutions to storage demands for digitization projects; stays current on emerging technologies related to communications fields and advises Director.

Visual Communications:

- With supervisor's input, creates visual communications that apply knowledge of graphic design, communications strategies, and experience with photography.
- Under supervision of Director and Assistant Director, creates pamphlets, signage, flat screen exhibits, display case exhibits, informational tools for scholars and visitors, and other materials.
- Manages, programs, and deploys digital signage templates and graphics.
- Prepares brochures, business cards, posters, or other materials.
- Confers with outside vendors as needed.

Written Communications:

- With supervisor's input, conceives, researches, writes, edits, and publishes written materials and strategic communications including posters, newsletters, articles, etc.
- Works with other units at Berkeley Law and on campus as needed

Engages in professional development and training opportunities as needed.

Performs additional duties within the scope of this classification as assigned.

Required Qualifications

- 2+ years of work experience in communications and publications.
- Excellent writing and editing skills.
- Ability to handle multiple (short and long term) projects simultaneously.
- Working knowledge of production processes and vendor requirements for a variety of products.
- Working knowledge of applicable publishing software applications.
- Interpersonal communication skills to interact effectively with a variety of clients, support staff and vendors.
- Skills in collaboration to best meet project goals and objectives of clients.
- Demonstrates sound judgment, reliability, creativity, and design acumen.
- Demonstrated publications skills and experience with both print and digital publications.

Communications & Publications Specialist, The Robbins
Collection (7457U), Berkeley Law - 79265
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259734>

Downloaded On: Jul. 17, 2025 12:50pm

Posted Jul. 16, 2025, set to expire Jun. 30, 2026

- Demonstrated electronic, visual, and written communications skills and experience.
- Skills to effectively produce electronic, visual, and written materials.
- Familiarity with social media and marketing outlets such as, Twitter, MailChimp, and Google Analytics.
- Strong computer skills with Mac and PC, and ability to learn new computer programs and software systems.
- Experience and familiarity with Adobe Creative Suite, including InDesign, Illustrator, and Photoshop.
- Familiarity using WordPress.
- Strong attention to detail.
- Experience producing variety of written and electronic communications reflecting knowledge of graphic design, communications strategies, and effective writing techniques
- Demonstrated ability to collaborate and work effectively with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Demonstrated commitment to fostering an inclusive and supportive environment that promotes collaboration and mutual respect among all members of the UC Berkeley community and its stakeholders.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds.

Education/Training

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

Preferred Qualifications

- Working knowledge of maintaining databases for desktop publishing and image storage.
- Skills to effectively produce visual materials that meet and satisfy the needs of the client.
- Demonstrated interest and experience in acquiring new publications and communications skills.
- Demonstrated interest and/or experience in law, legal history, or legal practice.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Communications & Publications Specialist, The Robbins
Collection (7457U), Berkeley Law - 79265
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259734>

Downloaded On: Jul. 17, 2025 12:50pm

Posted Jul. 16, 2025, set to expire Jun. 30, 2026

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 hourly range that the University reasonably expects to pay for this position is \$28.00 - \$31.25.

- This is a non-exempt, biweekly-paid position.

How to Apply

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

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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 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 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.

Communications & Publications Specialist, The Robbins
Collection (7457U), Berkeley Law - 79265
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259734>

Downloaded On: Jul. 17, 2025 12:50pm

Posted Jul. 16, 2025, set to expire Jun. 30, 2026

"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 Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

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

,

Communications & Publications Specialist, The Robbins
Collection (7457U), Berkeley Law - 79265
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259734>

Downloaded On: Jul. 17, 2025 12:50pm

Posted Jul. 16, 2025, set to expire Jun. 30, 2026