

Communications Coordinator (6298U), Institute for the
Study of Societal Issues - 79740
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259984>

Downloaded On: Jul. 22, 2025 12:13am

Posted Jul. 21, 2025, set to expire Jun. 30, 2026

Job Title	Communications Coordinator (6298U), Institute for the Study of Societal Issues - 79740
Department	Institute for the Study of Societal Issues
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 21, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Communications/Public Relations
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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 Institute for the Study of Societal Issues (ISSI) fosters innovative, community-engaged qualitative and quantitative interdisciplinary research on the issues central to social stratification and inequality. Our primary focus is on institutional patterns that impact marginalized communities - in the United States and around the world - as well as social and political movements that disrupt such patterns. ISSI includes eight research centers, each with a different topical or methodological focus. Along with conducting community-based research, ISSI trains, advises, mentors and supports the next generation of social change scholars to identify and collect empirical data so as to interpret and explain social stratification, with significant attention to the processes that support and disrupt stratification.

Position Summary

The Communications Coordinator at the Institute for the Study of Societal Issues will play an integral role in the Institute's external communication efforts and help build strong constituent communications and key donor engagement media. In collaboration with the Institute Director, Associate Director, and Chief Administrative Officer, they will draft and then refine external engagement one-pagers and brochures for donors to tell the story of the Institute, its history, and its relevance in today's world and the academy. They will also manage the Institute's online presence through effective and targeted social media, email newsletters, and the Institute's website. With the Institute's 50th anniversary coming up in 2026, the Communications Coordinator will play a key role in communicating with alumni and other constituencies. The Institute is home to eight centers, and the Communications Coordinator will also work on ISSI Center external relations in a similar way.

Application Review Date

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The First Review Date for this job is: 07/30/2025.

Responsibilities

- Under general supervision, implements noncomplex events, and communication strategies designed to inform alumni, donors, and other key constituencies of Institute programs, news, and events.
- Constituencies may include the general public, students, alumni, donors, campus visitors, government and/or community representatives.
- Publicizes events held by ISSI and seven of the ISSI centers; communicates news of ISSI and the ISSI centers through email newsletters, website and social media; drafts annual reports and content for fundraising campaigns to engage alumni and other external constituencies.
- Prepares written and visual materials, including newsletters, event announcements, web content, social media posts, maintaining an overall consistency while also highlighting the specific features of ISSI and seven of the ISSI centers.
- Reviews material prepared by ISSI student assistants to ensure timely, high quality and accurate materials.
- Coordinates meeting or event logistics between institutional, alumni and other outside constituencies.
- May assist with planning and implementing events for alumni of the Graduate Fellows Program, former ISSI graduate student affiliates, and other external constituencies.
- Provides front-line customer service to Institute visitors and answers routine inquiries, including questions received on-line via email and social media platforms.
- Researches various topics and gathers relevant data, especially regarding communications, to inform unit strategic plans and gauge effectiveness of current external relations and communication efforts.
- Maintains files and lists of alumni and other relevant external constituencies and donors.

Required Qualifications

- Knowledge of basic concepts and principles of building and maintaining effective relations with alumni, donors, the general public, and other key constituencies.
- Basic knowledge of and/or can quickly learn the institution, its mission, vision, goals, achievements, policies, and infrastructure.
- Organizational skills including skill to meet prescribed deadlines; event planning skills; high attention to detail.
- Written, verbal and interpersonal skills, including tact and political acumen to effectively represent

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the institution.

- Analytical and critical thinking skills.
- Applicable computer skills. Proficiency with Google Suite and Canva and/or Adobe Photoshop/InDesign required.
- Comfort and sensitivity with working with diverse groups and communities.
- Adept at modifying language to suit the target audience.
- Skilled at and excited about working with a small and highly collaborative team, with demonstrated abilities to collaborate effectively.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Proficiency with Mailchimp and Notion.

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 hourly range that the University reasonably expects to pay for this position is \$36.00 - \$39.00.

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

How to Apply

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

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Other Information

- This is not a visa opportunity.
- This position is eligible for up to 100% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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.

"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.

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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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