

Deputy Director of Communications (7462U) 80037
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=262201>

Downloaded On: Sep. 9, 2025 9:45pm

Posted Sep. 8, 2025, set to expire Jun. 30, 2026

Job Title Deputy Director of Communications (7462U) 80037
Department California Institute for Quantitative Biosciences
Institution University of California, Berkeley
Berkeley, California

Date Posted Sep. 8, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Associate/Assistant Director

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 California Institute for Quantitative Biosciences - Central (QB3-C) promotes innovation and entrepreneurship in biosciences within the State of California. It is a cooperative effort between the state of California, private industry, venture capital, and the University of California campuses at Berkeley, San Francisco, and Santa Cruz. To stimulate discovery at the intersection of the physical and biological sciences, QB3-C promotes multidisciplinary research at world-class facilities including the Bakar Labs incubator at UC Berkeley, creates innovative educational programs, and fosters industry partnerships in the areas of health, energy, and the environment.

Application Review Date

The First Review Date for this job is: September 18, 2025

Responsibilities

Overview:

QB3-Central supports research, innovation, and entrepreneurship in life science and energy and materials technologies. To engage the full spectrum from basic research through commercialization, we require communications tailored to a number of distinct audiences and in a variety of formats. This communications effort includes media outreach to build relationships with influencers, reporters, and outlets. We have a need for strategizing, planning, and generating communications, as well as managing constantly evolving teams of student workers in this area. This position will assist the Director of Communications in planning and generating communications as well as conducting media outreach campaigns.

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- Lead media outreach: Monitor QB3 and Bakar Labs media mentions, strategize how to use our existing communications to attract attention from influencers and media outlets. Identify and build relationships with reporters covering our sectors. Pitch and develop stories of interest to these reporters. A large part of this responsibility includes promoting progress made by our tenant startups; in this, coordinate with startups on coverage for new developments such as investment, partnership, and new innovations.
- Generate high-quality content in short and medium written form (social media posts, event promotions, web profiles, news, event recaps). Generate, or source, and format appropriate visual content.
- Manage social media accounts (at present, LinkedIn and Instagram). Monitor interactions, engage with community, strategize on approaches and content generation. Create posts, and amplify exposure of stakeholders important to us, primarily incubator tenant companies.
- Support the Director of Communications in managing and updating QB3 and Bakar Labs websites. Periodically, take the lead on new web developments including website sections and subsites.
- Support the Director of Communications in strategizing and planning integrated communications approaches that support the goals of QB3 and Bakar Labs. This includes identifying stakeholders and audience segments (startups, industry, investors, students, faculty, service providers) and customizing approaches for maximum effect, in appropriate media format -- print, email, web, photographic or audiovisual.
- Support the Director of Communications in communicating with QB3 campus detachments at Berkeley, UCSF, and Santa Cruz, as well as the UC Office of the President.
- Manage student workers generating written and visual content for websites and social media.

Required Qualifications

- Thorough knowledge and understanding of all aspects of communications and media outreach, including written, visual, multimedia, and social networks.
- Strong writing skills for items ranging in length from short posts to medium length stories.
- Ability to adopt appropriate content and voice for different situations.
- Competence in creating, developing, and implementing short and long term plans for strategic communication and media outreach.
- Proficient in general office software as well as layout and graphic design software, ideally Adobe Suite.
- Competence in one or more content-management systems, preferably Wordpress. Ability to learn new systems and platforms.
- Thorough skills to advise and consult management on all aspects of communications and media relations, ranging from developing effective communication strategies to appropriately responding

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to inquiries regarding sensitive or complex issues or information.

- Excellent written, verbal, interpersonal communications, active listening and political sensitivity.
- Excellent analytical, critical thinking, project management, and problem recognition, avoidance, and resolution skills.

Preferred Qualifications

- Experience in the biotech and/or climate tech spaces.
- Experience with UC Berkeley and/or other UC departments, groups, and systems (or comparable institutional knowledge).
- Experience working at a PR agency.
- 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 \$82,200 - \$116,300

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.
- This position is eligible for up to 40% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

How to Apply

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To apply, please submit your resume and cover letter.

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 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

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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

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