

Communications and Program Assistant (4722C),
Environment, Health & Safety - 82144
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=264600>

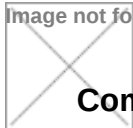
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Posted Oct. 29, 2025, set to expire Jun. 30, 2026

Job Title	Communications and Program Assistant (4722C), Environment, Health & Safety - 82144
Department	Environment, Health & Safety
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 29, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Graphic Design/Marketing Communications/Public Relations
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Job Description

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Communications and Program Assistant (4722C), Environment, Health & Safety - 82144

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

The Office of Environment, Health & Safety's (EH&S) mission is to provide guidance and services to the campus community that promote health, safety, and environmental stewardship.

EH&S is a highly dynamic, fast paced, committed organization focused on promoting workplace safety and environmental protection for the campus community. We are comprised of many scientific, technical, and administrative professionals, working in an evolving, learning, and sometimes challenging environment with a unified goal of supporting the University's mission of teaching, research and public service. EH&S strives to be an inclusive, service oriented, and operationally excellent organization and is seeking highly motivated individuals who want to learn, be creative, seek continuous competency development, and contribute to our mission.

For more information, visit <http://ehs.berkeley.edu>

Position Summary

The Communications and Program Assistant applies an advanced administrative skill set to support technical teams at EH&S, with particular focus in communications, project coordination and program support. The Assistant demonstrates professional acumen, personal accountability, and excellent interpersonal communication capabilities in line with campus, divisional, and departmental high standards for excellent client service.

The Assistant also serves as an on-site resource to Front Office Operations, and provides

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administrative assistance to support overall department functions.

Application Review Date

The First Review Date for this job is: 11/10/2025. This position is open until filled.

Responsibilities

Communications & (Client) Outreach Support

Within established guidelines and approval workflows and as assigned,

- Prepares program documentation, broadcast emails and outreach materials.
- Edits and proofreads written materials and visual communications for clarity and consistency.
- Produces, distributes, and revises departmental communications for various audiences.
- Interfaces with clients, via departmental email accounts and other mediums (emails, submission forms, work-request queue).
- Participates in special projects and workgroups as assigned.
- Partners with subject matter experts/resources on teams to scope and define projects to meet departmental goals and objectives.

Website/Digital Contributor

- Works with management and SMEs to update, review, and revise department's websites.
- Produces, edits, updates website content, applying familiarity with Content Management Systems (CMS).

Program Support

- Provides administrative and program support to technical programs, and subject matters experts, working with supervisor to align priorities and tasks.
- Cross-trains to support all EH&S technical programs and teams; per business needs, may be assigned to a single area of focus (specific team, specific function).
- Works with supervisor to maintain client contact lists and may manage other program- specific data, following specified processes and procedures.
- Maintains team records and updates as needed, applying standardized file organization practices.
- Analyzes current and recommends new processes and procedures, and, upon approval from management, ensures that associated guidance documentation (process mapping) is written

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and/or updated.

- Applies moderately complex spreadsheet formulas, pivot tables, and similar functions. Compiles and arrays spreadsheets using subject-matter knowledge of the material to ensure data results are consistent with the nature of the data.
- May analyze trends.
- Uses approved specialized office software and tools, outlining existing or new processes.
- May coordinate large, complex conferences/meetings/programs.
- May work on sensitive issues, regulatory compliance priorities, protocol, et cetera.

Administrative and On-Site Front Office Support

- Supports Front Office Operations as part of on-site responsibilities. including leave coverage (up to 5 days per week, pending staffing).
- Completes necessary checklists and associated tasks as part of daily responsibilities, including managing phone calls, mail, emails, equipment maintenance, fleet assistance, office supplies, and other routine tasks.
- Works with team manager on assigned support tasks requiring some knowledge of departmental processes and procedures; consults with supervisor to track action items, define priorities, and timelines.
- Serve as back-up vehicle custodian.
- Drives university vehicles in fulfillment of job responsibilities.
- Participates in department safety committee and/or building management team.

Staff development:

- Works on professional committees and assignments, participates in professional trainings for skill development, attends relevant conferences, and/or is mentored or coached on a formal or informal basis for continuous improvement.

Other duties as assigned, including, but not limited to:

- Completes and maintains compliance on campus/systemwide training requirements, as well as any training necessary per role.
- At the request of campus management (EH&S Director, VC Administration/Research, UCPD Chief, or designated alternate), serve in a designate role within the EH&S Emergency Support Function and be on call to the campus Emergency Operations Center in a campus designated disaster or campus hazardous material release/threatened release.
- Provide appropriate emergency response role based upon expertise and, where applicable,

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designated departmental role.

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

Required Qualifications

- Proven advanced level written and oral communications skills to convey relevant information to a variety of audiences.
- Prior experience working with technical content.
- Ability to listen actively, think critically, acquire and apply specific content knowledge to perform communication functions.
- Customer service orientation: Requires strong interpersonal skills; demonstrated experience developing and growing relationships with clients as well as colleagues and internal cross-functional teams.
- Excellent time management skills, ability to prioritize and manage multiple tasks; ability to be flexible and adaptable to change.
- Ability to work independently as well as in a team environment establishing priorities and maintain effective working relationships.
- Thorough knowledge in administrative procedures and processes including word processing, spreadsheet and database applications.
- Advanced knowledge of Microsoft Excel and Google Sheets.
- Performs data entry, has prior experience working with databases and maintaining data standards and integrity.
- Has experience using Google App Scripts in worksheets and processes, including testing, maintenance, and quality assurance.
- Demonstrated computer skills and knowledge to apply other programs to key responsibilities including but not limited to: MS Suite (Word, Power Point), Adobe Acrobat, Google Suite (Email, Calendar, Drive, Sheets, Docs), Video Conferencing (Zoom, Google Meet), and databases.
- Ability to use discretion, sound judgement and maintain all confidentiality.
- High school diploma and/or equivalent experience/training.

Preferred Qualifications

- Website content management experience, including Open Berkeley/Drupal.
- Demonstrated intermediate to advanced knowledge of Adobe Creative Suite, Visio, Figma, Miro, Canva, Google Analytics, Site Improve, DocuSign, Smartsheet and other computer tools relevant to communications, digital content, and project coordination.
- Experience in marketing, communications, technical writing, or related area

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- Experience with graphic design and video editing.
- Experience with campus systems, including BearBuy, UC Learning Center, and ServiceNow.

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 \$32.01 (Step 3) - \$39.21 (Step 12), commensurate with experience.

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

How to Apply

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

Driving Required

- Required to hold valid driver's license, have a driving record that is in accordance with local policies/procedures, and/or enroll in the California Employer Pull Notice Program.

Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

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- This is not a visa opportunity.
- This position is eligible for up to 40% hybrid 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.

"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

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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

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