

## Communications Assistant - Designer for the Communications Team Job Description

### Position Overview

Do you want an opportunity to do work that will positively impact every other student on campus? Then consider joining the [Student Information Systems \(SIS\) Project](#) Communications Team. The SIS Project is a complex, multi-year initiative that is replacing the University's aging, disparate and outdated systems with an integrated, centralized system. The Communications Team keeps UC Berkeley's students, faculty, and staff informed about the SIS implementation by providing clear, relevant, and timely communications about the project.

The Communications Assistant - Designer will recommend, update, and create graphic design elements and visual communications content. Ideal candidates will be detail-oriented, have strong graphic design skills, and be able to work effectively and efficiently in a fast-paced work environment. The Communications Assistant - Designer must be highly proactive and dependable, be able to work well independently and in teams, and interact well professionally with a diverse group of team members, students, faculty, and staff.

Working on the SIS Project is a demanding job - the expectations are very high - but the rewards are great. You will be part of a multi-disciplinary team consisting of professional and student administrators, developers, project managers, and support staff. The outcomes of the project will impact the campus for years - even decades - to come.

To apply, submit your cover letter and resume to Justin Kirk at [justin.kirk@berkeley.edu](mailto:justin.kirk@berkeley.edu)

### Perks

- Most hours will be spent working in the office (2850 Telegraph Ave, 6th floor, Berkeley) but there might be opportunities to **work remotely** at times.
- You will be working on a enterprise-wide IT project gaining **direct experience** that can help launch your career in graphic design and communications.
- You can **make the case for your ideas** about how to better visually communicate the SIS Project to students, faculty, and staff.

### Qualifications

#### Required

- Knowledge of design and communications concepts and applicable software applications

- Knowledge of and experience with graphic design applications and photo editing tools, such as Adobe Illustrator, InDesign, and/or Photoshop
- Skills to devise design ideas, present them to clients, and produce results on time and within budget
- Strong interpersonal communications skills, including active listening skills and skills to work effectively within teams and to effectively provide design advice and consultation to clients on all aspects of visual communications
- Effective verbal and written communication skills and the ability to interact professionally with a diverse group of users and support staff
- bDrive experience (Google docs, forms, spreadsheets, etc.)
- Critical thinking skills, strong organizational skills, and proactive problem-solving/problem resolution skills
- Close attention to detail
- Responsible and dependable
- Self-motivated and proactive
- Strong organizational and time-management skills
- Ability to work independently on assigned, sometimes complex, projects and complete them with minimal instruction
- Ability to meet quick turn-around deadlines
- Friendly and approachable
- Minimum GPA of 2.0
- Successful completion/clearance of a UC criminal background check and fingerprinting through the UC Police Department
- Ability to work 10-20 hours/week through June 30, 2017

### **Preferred**

- Knowledge of and experience with Drupal (Open Berkeley) or Wordpress
- Experience with HTML website development
- Social Media experience
- Experience designing and developing websites for web- and mobile-based users
- Experience proofreading and editing online content for general and specialized audiences
- Experience with Microsoft PowerPoint
- Minimum GPA of 2.3

### **Terms of Employment**

1. The period of employment for this position commences immediately and continues through Summer 2017.
2. The Communications Assistant - Designer is paid a wage of \$18.50 per hour. The position's classification title is Student Assistant III. The Communications Assistant - Designer must be a spring 2017 enrolled UC Berkeley student with a minimum GPA of 2.0 (2.3 or higher preferred). Students with less than a 2.3 GPA may be asked to limit their work hours.
3. The student is required to work 10-20 hours per week during during Spring 2017 term. A work schedule will be determined in consultation with your supervisor.
4. The student might be given the opportunity to work up to 40 hours per week during the summer, once the academic term has ended. Continued employment is contingent upon satisfactory job performance evaluation by your supervisor.
5. Initial employment with the SIS Communications Team is contingent upon the successful completion/clearance of a UC criminal background check through the UC Police Department.
6. The student must complete training about the Family Educational Rights and Privacy Act (FERPA).
7. It is a requirement that anyone in this position work in a safe and responsible manner while not putting himself/herself or others at risk. This includes complying with applicable

policies and regulations; observing warning signs; learning about potential hazards; and reporting unsafe conditions.

## Job Duties

Under the direction of the Communications Manager, the Communications Assistant - Designer will perform the following duties:

### **Graphic Designer Duties (primary)**

- Works closely with the Communications Manager; Communications Specialist, Writer, and Digital Assistant; SIS project team members; and campus clients to understand communication requirements, determine most appropriate media, and create effective designs and other visual communication products.
- Conceives, recommends, and produces files, graphics, and/or illustrations for visual media, including web, social media, and print.
- Assesses complex or otherwise challenging written material and data and devises the best ways to present it visually to enhance its clarity and impact.
- Consults with project team and campus clients to plan, design, and update the presentation of visual information effectively and appropriate to target audiences and to the selected visual medium; products may include publications, charts, timelines, infographics, brochures, displays, presentation slides, proposals, technical manuals, websites, and other visual materials for web, social media, and print.
- Develops and produces visual presentations, devising visual themes that strengthen the communication of ideas and information.
- Effectively meets budget and time constraints.

### **Digital Communications Duties (secondary)**

- As needed, assist with email and social media content development and website updates.
- As needed, assist with communications planning, tracking, and reporting.
- Help create or update clear, easy-to-navigate, informative, accurate, well-designed, and functional SIS websites that comply with UC Berkeley's accessibility and branding guidelines.
- As needed, help develop, update, and/or migrate design, layout, and content from a moderately complex HTML-based SIS website to a Drupal-based website using HTML coding and website design and architecture knowledge.

### **Administrative Duties**

- Attend weekly meetings with the Communications Manager and other relevant briefing meetings.
- Update the Student calendar (bCal) regularly.
- Use Jira tickets to track work.
- Attend monthly all-student team meetings.
- Submit timesheets and work status reports consistently and on time.