

Digital Communications Assistant for the Communications Team Job Description

Position Overview

Do you want an opportunity to do work that will positively impact every other students on campus? Then consider joining the [Student Information Systems \(SIS\) Project](#) Communications Team. The SIS Project is a complex, multi-year initiative that will replace the University's aging, disparate and outdated systems with an integrated, centralized system.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 Digital Communications Assistant will track social media activity, update websites and recommend relevant content. Ideal candidates will be detail-oriented, have strong writing skills, and be able to work efficiently and effectively in a fast-paced work environment. The Digital Communications Assistant must be highly proactive and dependable, be able to work well independently, 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

Perks

- Most hours will be spent working in the office (2850 Telegraph Ave, 6th floor, Berkeley) but there will be opportunities to **work remotely**.
- You will be working on a enterprise-wide IT project gaining **direct experience** that can help launch your career.
- You can make **your ideas** about how to strengthen the online web and social media experience for students, faculty, and staff.

Qualifications

Required

- Knowledge of and experience with HTML website development.
- Close attention to detail.

- Responsible and dependable.
- Strong organizational and administrative skills.
- Strong writing skills.
- Ability to work independently on assigned, sometimes complex, projects and complete them with minimal instruction
- Ability to meet quick turn-around deadlines.
- Ability to interact professionally with a diverse group of clients and staff.
- Self-motivated.
- Ability to work productively in teams.
- Able and motivated to learn new skills.
- Friendly and approachable.
- bDrive experience (docs, spreadsheets, forms).
- Minimum GPA of 2.0
- Successful completion/clearance of a UC criminal background check and fingerprinting through the UC Police Department
- Ability to work 10-40 hours/week during Summer 2017

Preferred

- Graphic and Web Design experience.
- Social Media experience.
- Programming: HTML5 / CSS3.
- Drupal or similar platform.
- Microsoft PowerPoint.
- Adobe Creative Suite (i.e., InDesign, Photoshop).
- Constant Contact or other email marketing platform.
- 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 Digital Communications Assistant is paid a wage of \$19.25 per hour. The position's classification title is Student Assistant III. The Digital Communications Assistant 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 10-40 hours per week during the summer. A work schedule will be determined in consultation with your supervisor.
4. 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.
5. The student must complete training about the Family Educational Rights and Privacy Act (FERPA).
6. Continued employment is contingent upon satisfactory job performance evaluation by your supervisor.
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 Digital Communications Assistant will perform the following duties:

Digital Communications Duties

- 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, as needed.
- Track social media activity, recommend relevant content, and develop visual and written digital material for various social media and campus websites.
- Help create or update clear, easy-to-navigate, informative, accurate, well-designed, and functional SIS websites that comply with UC Berkeley's accessibility and branded guidelines.
- Assist with Constant Contact email development and other communications development and administrative support, needed.

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 time-sheets and work status reports consistently and on time.