Administrative Assistant 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 The SIS Project is a complex, multi-year initiative that will replace the University's aging, disparate and outdated systems with an integrated, centralized system.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 Administrative Assistant, under the supervision of the Communications Manager, is responsible for general communications assistance, and administrative and logistical support. Ideal candidates will have strong organizational skills, ability to work independently, capacity to learn new skills quickly, pay close attention to detail, be proactive in finding creative solutions to work problems, and be able to use the bDrive suite of tools (documents, spreadsheets, forms). The Administrative Assistant must be responsible and dependable, have strong communication skills to interact effectively in providing support to the Communications Manager and SIS team members, and interact 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.

Perks
- Your hours will be spent working in the SIS Project Office (2850 Telegraph Ave, 6th floor, Berkeley) which is conveniently located on the south side of campus near Ashby Ave.
- 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 make the online web experience for students, staff & faculty a reality.

Qualifications
**Required**
- Responsible and dependable
- Close attention to detail
- Strong organizational and administrative skills
- Data entry
- Able to work independently on assigned, sometimes complex, projects and complete them with minimal instruction
- Proficiency with common office software (bDrive suite of tools: documents, spreadsheets, forms; PowerPoint; etc.)
- Ability to interact professionally with a diverse group of clients and staff
- Ability and motivation to learn new skills
- Minimum GPA of 2.0
- Successful completion/clearance of a UC criminal background check and fingerprinting through the UC Police Department
- Ability to work 10-15 hours/week during Spring 2016

**Preferred**
- Microsoft Excel
- Constant Contact
- Adobe Acrobat
- Writing skills
- Ability to work productively in teams
- Friendly and approachable
- Minimum GPA of 2.3
- Ability to work summer and fall

**Terms of Employment**
1. The period of employment for this position commences immediately and continues through the end of the spring 2016 semester, with the possibility of extending through the summer or fall, pending satisfactory job performance.
2. The Administrative Assistant is paid a wage of $13.00 per hour. The position's classification title is Student Assistant III. The Administrative Assistant must be a currently 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 10-15 hours per week during the spring semester. 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 Administrative Assistant will perform the following duties:

**Communications Duties**
- Gather email distribution lists and upload them into Constant Contact; update contacts and maintain distribution lists.
- Manage Constant Contact bounced email addresses and unsubscribe.
- With guidance from the Communications Manager, update the Communications Plan as needed (using an existing Microsoft Excel or Google Sheets template).
- Gather communication inputs and source content from SIS project team members.
- Help develop communications briefs and create or maintain project plans for each communication item as needed, based on Brief and Communications Plan templates and using or updating Excel, Google Sheets, and/or Adobe Acrobat templates.

**Administrative Duties**
- Attend weekly meetings with Communications Manager and other relevant briefing meetings.
- Update the Student calendar (bCal) regularly.
- Use JIRA tickets to track work.
- Attend monthly all-team meetings.