Communications Assistant (Writer)
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 The SIS Project is a complex, multi-year initiative that will replace the University's aging, disparate and outdated systems with an integrated, centralized system.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 Communications Assistant (Writer), under the supervision of the Communications Manager, is responsible for writing and editing articles, emails, website content, and other updates for a variety of campus audiences and publications, such as campus newsletters and articles for the Daily Cal and UC Berkeley News. Ideal candidates will have strong writing skills, pay close attention to detail, and be able to work efficiently and effectively in a fast-paced work environment, under time constraints, and with less than optimal information. The Communications Assistant (Writer) 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.

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 make the online web experience for students, staff & faculty a reality.

Qualifications

Required
- Excellent writing skills.
- Close attention to detail.
- Responsible and dependable.
- Friendly and approachable.
- Able to interact professionally with a diverse group of clients and staff.
- Able to work independently on assigned, sometimes complex, projects and complete them with minimal instruction
- Strong organizational and administrative skills.
- Self-motivated.
- Able to work productively in teams.
- Able and motivated to learn new skills.
- 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 10-15 hours/week during Spring 2016

Preferred
- Microsoft Word.
- Microsoft Powerpoint.
- Adobe Creative Suite (i.e., InDesign, Photoshop).
- Drupal.
- Minimum GPA of 2.3
- Ability to work summer and fall.

Terms of Employment
1. The period of employment for this position commences in January 2016 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 Communications Assistant (Writer) is paid a wage of $15.00 per hour. The position's classification title is Student Assistant III. The Communications Assistant (Writer) 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 Communications Assistant (Writer) will perform the following duties:

Writing
- Write and edit journalistic-style articles for UC Berkeley online and print publications, such as the Daily Cal, UC Berkeley News, etc.
- Write and edit short SIS blurbs and updates for campus newsletters, websites, and social media.
- Write and edit email communications to various campus target audience (e.g., students, faculty, and/or staff) from a verbal briefing by an SIS project team member or supervisor.
- Develop talking points and other strategic communications for executive campus leaders.

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.