

Communications Specialist (7455U), Space Sciences
Laboratory - 73265
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=246036>

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Posted Sep. 30, 2024, set to expire Jan. 25, 2025

Job Title	Communications Specialist (7455U), Space Sciences Laboratory - 73265
Department	Space Sciences Laboratory
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 30, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Communication
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Job Description

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Communications Specialist (7455U), Space Sciences Laboratory - 73265

About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and 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 staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

The Space Sciences Laboratory (SSL) is an Organized Research Unit (ORU) of the Berkeley campus reporting to the Vice Chancellor for Research. SSL's primary goal is to foster research in space-related sciences and to provide education for the next generation of space scientists. Research at SSL, led by Berkeley faculty and SSL Senior Fellows, focuses on experiments and observations carried out in space as well as theoretical and basic research.

Application Review Date

The First Review Date for this job is: October 10, 2024

Responsibilities

- Write and edit articles, blog posts, newsletters, and social media posts about scientific topics. Develop multimedia content such as videos, infographics, and podcasts. Collaborate with designers and multimedia specialists to produce high-quality content.

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- Conduct research to ensure accuracy and credibility of information. Verify scientific data and ensure all content is based on reputable sources. Meets and consults with Principal Investigators on a variety of digital communications projects including moderately complex assignments; develops, presents, and recommends web content, site architecture and visual material.
- Works with IT, administration, and project leads to design posters, banners, and marketing materials for scientific meetings, missions, and events hosted by the lab.
- Maintains currency with emerging and state-of-the-art technical and other web-related equipment, requirements and developments (for example, accessibility issues) and recommends and as directed, takes action to ensure compliance.
- Interact with the public through social media, online forums, and community events. Answer questions and provide explanations to help the audience understand scientific concepts.
- Assist in organizing and promoting science communication events such as webinars, workshops, and public talks. Support the development and distribution of educational resources. Specifically, leading and preparing annual UC Berkeley's Cal Day.
- Work with scientists to translate their research findings into accessible language. Partner with educators to develop science communication materials for schools and educational programs.

Required Qualifications

- Thorough knowledge of the fundamentals of design and user experience, including skill to design in an appealing, lively and relevant way.
- Thorough knowledge of content management systems and / or relevant web applications used for web production and organization-specific computer application programs.
- Thorough skills to create clear, easy-to-navigate, informative, accurate, well-designed, and functional web sites that provide web content consistent with the organization's message and in keeping with management directives and client objectives.
- Thorough technical skills in computer applications for web production, image handling, publishing and design, illustration, presentation preparation, animation, web interaction, and / or other state-of-the-art web communication capabilities.

Education / Training Requirements

- Bachelor's degree in related area and / or equivalent experience / training

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Preferred Qualifications

- Thorough interpersonal communication skills.
- University of California procedures, policies and guidelines.
- Knowledge or technical science writing and communications.
- Research, statistics, analysis methods and techniques, planning programs and processes.
- Knowledge of ADA Compliance.

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 full pay scale for this position is \$80,400.00-\$145,400.00. The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$80,400.00-\$110,000.00.

How to Apply

To apply, please submit your resume and cover letter.

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.



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Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

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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