Job Description

Job Title: Design and Publications Coordinator (7458U) #17823

Job ID: 17823

Location: Main Campus-Berkeley

Full/Part Time: Full-Time

Department: Law

Regular/Temporary: Regular

About Berkeley

The University of California, Berkeley, is one of the world’s most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley’s culture of openness, freedom and acceptance—academic and artistic, political and cultural—make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at http://jobs.berkeley.edu/why-berkeley.html.

Application Review Date

The First Review Date for this job is: May 19, 2014.

Departmental Overview

UC Berkeley School of Law (Boalt Hall) is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. Berkeley Law is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national, and global import.

The Design and Publications Coordinator is part of Berkeley Law’s Communications team and reports to the Director of Communications. The position is dedicated to shepherding print and some digital products through the concept, planning and production process. This includes scheduling and coordinating the graphic design and production of print and online communications; assisting in the design and layout of publication materials; and providing original design and layout on selected publications including brochures, catalogs, media guides, newsletters and signage.
The Design and Publications Coordinator will also establish and maintain schedules for the production of publications, monitor budgets, and route jobs through scheduling, editing, writing, design and distribution. The coordinator will also ensure that all publications meet specific printing and mailing requirements.

**Responsibilities**

75%

Consults with the Director of Communications and clients to collaborate on the development of publications and other communications projects that meet the needs of the internal customer. This includes defining the scope and determining design and production needs for a wide range of print and electronic communications.

Consults with Director of Communications on whether the design needs should be met internally or through an outside vendor. Assists in the design and layout of publication materials, as needed. Provides original design and layout on selected publications including brochures, flyers, catalogs, media guides, reports, print and electronic newsletters, and signage.

Provides original designs for various web site-related needs, including logos, banners and other elements as needed. Assists with overall planning about design for the school web site.

Establishes and maintains schedules for the production of publications. Routes jobs through scheduling, editing, writing, design, and distribution. Researches and obtains cost estimates, monitors production costs and determines technical specifications.

Prepares electronic files to meet specifications for printing production. Selects and approves paper stock, printing and binding methods. Has signature authority on galley proofs and press checks. May negotiate changes between print vendors or website programmers and department staff to effectively relate the purpose of the publication.

10%

Tracks and monitors budget expenditures for various communications projects. Ensures all publications meet specific printing and mailing requirements. Implements related business processes.

15%

Special projects and duties as assigned.

**Required Qualifications**

- Bachelors degree in related area and/or equivalent experience/training.
- Time and project management skills to effectively establish priorities and meet competing deadlines.
• Thorough knowledge of design and communications concepts and applicable publishing software applications, including, but not limited to the Adobe Creative Suite of Photoshop, Illustrator, InDesign and Acrobat.

• Thorough knowledge of graphic design for information architecture and integrated marketing.

• Thorough knowledge of production processes for a variety of media and vendor requirements for a variety of products.

• Strong design, creative and artistic skills to produce visual materials that effectively communicate ideas and information and satisfy the needs of the client.

• Strong skills in interpersonal communications to interact effectively with a variety of clients, support staff and vendors with the ability to establish and maintain effective working relationships.

• Ability to handle small to large multiple projects simultaneously and to work independently as well as on a team.

• Strong project management skills to effectively establish priorities and meet competing deadlines.

• Thorough knowledge of the fundamentals of writing, grammar, syntax, editorial style and punctuation.

• Thorough understanding of technical language and requirements of the assigned work.

• Thorough technical skills in applications for image handling, publishing and design, illustration, presentation preparation, HTML email, and other electronic communication capabilities.

• Knowledge of web design standards, requirements, and technical language and specifications.

• Knowledge of Microsoft Office suite of applications, and comfort with using Excel to track budgets over multiple projects simultaneously.

Salary & Benefits

The hiring salary range is: $42,000 - $62,300.

For information on the comprehensive benefits package offered by the University visit:

http://atyourservice.ucop.edu/forms_pubs/misc/benefits_of_belonging.pdf

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

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,
national origin, disability, or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see:

http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct

If you’d like more information about your EEO rights as an applicant under the law, please see: