



Office of  
Undergraduate Admissions

## Communications Assistant (Social Media) Job Posting

### Posting Information

Multiple positions available

Hours: 10 hours/week

Pay Rate: \$16.36/hour

Starting date: ASAP

**Contact: Terri Washington, Senior Assistant Director of Communications,  
twashington@berkeley.edu**

### Position Description:

The Communications Assistant helps support social media communications channels, with an emphasis on TikTok, in the Office of Undergraduate Admissions to promote Berkeley's admissions efforts and to continually expand audience engagement from current and prospective students. The ideal candidate will have experience using social media on behalf of a brand, exceptional writing abilities, and will bring strong content creation skills and interests in areas like photography, video production, or graphic design. We're especially looking for someone who excels in at least one particular skill and is open to learning and expanding their skillset. This role will work under the supervision and guidance of the Social Media Strategist.

### Qualifications/Responsibilities:

- Working knowledge of social media platforms including TikTok, Facebook, Twitter, Instagram, and YouTube
- Experience with photography, video filming/editing, creating graphics/gifs particularly social media content
- An interest in exploring new and interesting social media platforms
- Excellent written and oral communication skills
- Proficiency in Google docs and Gmail
- A high degree of organizational and time management skills; must be dependable and flexible

- Assist communications team with a variety of duties, including social media projects, photo and video shoots, interviews, video transcriptions, and video pre/post-production
- Ability to work independently and in a group
- Ability to work with a diverse group of people
- Enrolled UC Berkeley student
- Eligible for work study

#### Application Process

Fill out the application and upload your resume at <https://forms.gle/e5Xat9f9idDKiuZAA>. If selected for an interview, we'll reach out via email. If you have questions about the position or the hiring process, please email Terri Washington, Senior Assistant Director, Communications, at [twashington@berkeley.edu](mailto:twashington@berkeley.edu)

#### Deadline to Apply:

Open until Filled. Qualified applicants will be invited to an interview.