

Req Number 47796BR
Job Title Communications Specialist
Job Code and Payroll Title 7461 Media Communications Specialist II
Location Laurel Heights
Department Name Bixby Center / Obstetrics, Gynecology and Reproductive Sciences
Work Days Monday – Friday, 9 am – 5 pm
Shift Days
Shift Length 8 Hours
Job Summary JOB OVERVIEW

The Communications Specialist job involves providing news and information for the general public and key audiences through a clear understanding of news, skilled work with the media, programs for public outreach, and / or strategic communication of the institution's messages.

The Communications Specialist assists in gathering and preparing news and information about the UCSF Bixby Center. Responds to non-complex, basic inquiries from public or media. Responses require some research and organization of material. Applies campus policies for communications and identity guidelines to resolve routine issues. Learns professional fundraising concepts and assists in implementing Bixby fundraising programs and activities. Participates in fundraising and other Bixby events and activities as assigned. Generates status reports on both communications and fundraising programs.

Please note: This is a full time contract position that will end on October 1, 2018.

BIXBY CENTER

The UCSF Bixby Center is an academic center focused on reproductive health with an annual budget of approximately \$45 million. The Bixby Center is a key research entity of the ZSFG Division of the Department of OB/GYN & RS at UCSF. The aims of the multidisciplinary Center members are to address the most pressing needs for adolescent sexual health, family planning, maternal health, and sexually transmitted infections. The Center's three main approaches are conducting rigorous research, training the next generation of reproductive health experts, and advocating for evidence-based policies at all levels.

OBSTETRICS, GYNECOLOGY & REPRODUCTIVE SCIENCE

The Department of Obstetrics, Gynecology and Reproductive Sciences (Ob/Gyn & RS) is a major academic Department in the School of Medicine, engaged in clinical, research, and training activities at the Parnassus, Mt. Zion and San Francisco General Hospital campuses, as well as satellite locations throughout the Bay Area, with an annual operating budget of \$77.2 million and the new Betty Irene Moore Women's Hospital at Mission Bay. The OBGYN Department has 102 full-time faculty, 136 other academic appointees, 39 post-doctoral fellows, 20 clinical fellows, 36 residents, 136

voluntary clinical faculty, and 266 staff. The mission of the UCSF Department of OBGYN & Reproductive Sciences is to improve the lives and health of all women through excellence, innovation and leadership in Patient Care, Scientific Discovery, Education, Advocacy. "Leading the way in women's health."

ABOUT UCSF

The University of California, San Francisco (UCSF) is a leading university dedicated to promoting health worldwide through advanced biomedical research, graduate-level education in the life sciences and health professions, and excellence in patient care. It is the only campus in the 10-campus UC system dedicated exclusively to the health sciences.

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training
- Working knowledge of concepts and principles of news, media communications, social media, and media relations
- General knowledge of the usage and applications of electronic communication tools and skill in using same
- Good written, verbal, active listening and time management skills, and political acumen
- Good interpersonal communication skills to establish and maintain good working relationships throughout the campus and with external constituencies
- Good organizational, analytical, and critical thinking skills
- Skill to maintain confidentiality

Note: Fingerprinting and background check required. Effective March 13, 2017, all final candidate(s) for employment are required to undergo a background check.

Preferred Qualifications

- Working knowledge of the UCSF Bixby Center, its achievements, mission, vision, goals, objectives, programs and infrastructure
- Event management skills
- Ability to work with coalitions or large group of stakeholders
- Drupal CMS, HTML/CSS, and Creative Suite skills
- Ability to translate epidemiological or biomedical research into lay terms

License/Certification n/a

Position Type Full Time

Percentage 100%

Equal Employment Opportunity The University of California San Francisco 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, age, protected veteran or disabled status, or genetic information.