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SAN FRANCISCO  
STATE UNIVERSITY



University of California  
San Francisco

## **SF BUILD Public Affairs Specialist Graduate Assistant Position**

### **Job Description**

The purpose of this position is to provide communication support related to the activities of the SF BUILD (Building Infrastructure Leading to Diversity) Project. The mission of SF BUILD is to enhance diversity of the biomedical research workforce by transforming the teaching and research environments at SF State. We create engaging and supportive spaces where students and faculty can safely represent different backgrounds and perspectives. Additionally, in partnership with UC San Francisco (UCSF), students and faculty receive training and mentoring to make significant contributions to biomedical research by asking innovative questions that are relevant to local communities.

Under the general supervision of the SF BUILD Assistant Director, the SF BUILD Public Affairs Specialist will support all communication activities for the project. Primary responsibilities include communications of SF BUILD activities and accomplishments through newsletters, social media and the SF BUILD website which is disseminated to a widespread audience. Secondary responsibilities include developing methods to increase the visibility of the SF BUILD project, creating flyers and other communication materials, and the implementation of the strategic communication plan. This is a part-time position (20 hours/week) to start during the summer and continue through the 2016/17 Academic Year.

### **Minimum Qualifications**

**Work Experience/Education:** BA in Journalism, Communications, or Health Science related field and 1 year of experience coordinating communication activities; or equivalent education and experience; experience in technical writing for the health science community and general audience; experience presenting in a public setting.

**Knowledge:** Knowledge of communication strategies; working knowledge of website development and social media applications.

**Skills:** Working knowledge of Microsoft Office programs including MS-Word Suite and design software such as Adobe InDesign, Photoshop and Illustrator are a plus. Candidates should have good attention to detail and excellent organization skills. Candidate must have excellent writing and oral communication skills.

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Abilities: Candidate should have an excellent command of the English Language; Ability to learn, interpret, and apply a wide variety of health policies and communications relating to and impacting the SF BUILD project; Ability to promote awareness on the project; Ability to organize and plan work and projects including handling multiple priorities; Ability to make independent decisions and exercise sound judgment; Ability to compile, write, and edit content for SF BUILD communications programs and projects including materials for newsletters, annual reports, event flyers, community briefs; Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit; Ability to learn campus-wide databases and IT systems to disseminate information; Ability to make constructive recommendations for improvement in communications and public relations pertaining to SF BUILD; Ability to establish and maintain effective working relationships and accomplish work through others; ability to work independently and able to work a flexible schedule.

## **Preferred Qualifications**

Previous communication and research experience, excellent technical writing skills. Excellent public speaking skills. Experience with implementing strategic communications plans and coordinating communication activities. Candidate should have experience using Adobe Illustrator, InDesign, Photoshop, and web page development or maintenance. Currently attaining a master's degree is preferable.

## **How to apply**

Please send a coverletter, CV, and the contact information of 3 professional references to Dr. Audrey Parangan-Smith at [audreygp@sfsu.edu](mailto:audreygp@sfsu.edu) no later than Monday, August 1<sup>st</sup>.