Job Opportunity #1
Req # 42777BR

Administrative Assistant III – Editorial News Assistant
University of California, San Francisco – Strategic Communications and University Relations Department

Location: University of California, San Francisco – Laurel Heights

The Editorial News Assistant provides administrative and editorial support to the central public affairs team and is cross-trained to assist teams in brand communications, digital communications, and community and government relations. S/he is the first point of contact for reporters writing about UCSF and is the primary individual responsible for the distribution and posting of press releases. This individual is also responsible for media monitoring and analysis and creates a variety of media reports each month to demonstrate the team's work and impact. The assistant produces and collates materials for press conferences and other events and assists at them as needed. He/she is also responsible for an array of administrative tasks such as scheduling meetings/managing calendars, filing photo consent forms and other documents, preparing meeting agendas, and other tasks as assigned. Minimum requirement: 4 year experience in journalism.

For the full job description, go to http://ucsfhr.ucsf.edu/careers/

Interested party please contact Beth Mooney, bmooney@ucsf.edu, for immediate consideration.

Use this link to unsubscribe from this mailing list.