

Project Coordinator (4263C) 72786
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254958>

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Posted Mar. 27, 2025, set to expire Jul. 1, 2025

Job Title	Project Coordinator (4263C) 72786
Department	Berkeley Journalism
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 27, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Journalism
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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The UC Berkeley Graduate School of Journalism's mission is to expand the worldwide impact of truth-seeking, fact-based and inclusive journalism by training the next generation of diverse journalists to become exceptional storytellers. The newly-created California Local News Fellowship program will help launch the careers of Berkeley graduates and other early-career journalists as they work in news organizations throughout California, producing critical local reporting that helps to strengthen democracy and increase civic participation.

Berkeley Journalism's reputation for world-class education is recognized globally - and it has the awards to prove it. In 2021-2022 alone, Berkeley's faculty, students, and alumni were awarded, named as finalists, or nominated for 15 prestigious awards, including the Pulitzer Prize, the Student Academy Award for Best Documentary, The George Polk Award for National Television Reporting, the Online News Association's Student Journalism Award, the Guggenheim Fellowship, and more. And our students get great jobs at media outfits including the Wall Street Journal, New York Times, Washington Post, NBC, The Center for Investigative Reporting, and many more.

Our faculty are thinkers and doers. They embrace their role as mentors to the next generation of ground-breaking journalists. They teach and inspire, imparting skills and energizing vision. Our students are vibrant, diverse, curious, driven, unafraid. They are the future of journalism, compelled by an insatiable desire to investigate and report stories that matter, in any form. Our alumni include some of the leading journalists in the world. They produce award-winning and important work - and are paving the way for our current students.

We live in a moment like no other, when the next generation of journalists can help restore American democracy by strengthening bonds of trust and credibility, bringing new voices, new leaders, and new cultural competencies to the field. If you want to be part of building the future of journalism in California

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and beyond, we want to hear from you.

Position Summary

Berkeley Journalism is looking for an experienced, detail-oriented and self-directed project coordinator to support the publicly-funded California Local News Fellowship program. In this role, you'll be a key member of a small, ambitious team that leads a ground-breaking project to bolster news in California, launch the careers of the next generation of journalists and serve as a model for other states to invest in rebuilding local news in their communities. Working with the Fellowship Project Director, you will help design, improve and administer all of the systems and workflows for the fellowship program, which places early career journalists into paid, multi-year reporting fellowships in local newsrooms throughout the state. You will create and manage the annual calendar and timeline for the program, ensuring that we stay on schedule with all of our work. You will provide administrative and organizational support to the program's annual recruitment, application and selection process for newsrooms and fellows. You will support the fellowship training and mentoring program, including project managing our annual in-person orientation and managing the communications and user experience for our ongoing, year-around training and mentoring program. Working with program staff, you will be responsible for our ongoing communications (email, Slack, etc.) to fellows and newsrooms. You will partner with HR and finance at Berkeley Journalism to support the onboarding of fellows each year, to communicate HR and other university policies to the fellows and to ensure the program's finances are processed on time and accurately tracked.

Application Review Date

The First Review Date for this job is March 28, 2025

Responsibilities

- Administers a defined operational program or activities which may include some of the following functions: finance, facilities, payroll, space planning, human resources, communications, informational technology or safety.
- Gathers and analyzes financial and other resource data; prepares reports/ conducts analysis of operational data, evaluates current and proposed services, etc. Work with Berkeley Journalism finance team (and others) as needed to ensure fellows, contractors, invoices, etc. are being paid.
- Functions as a resource on issues such as researching complex financial discrepancies, escalated customer service problems and vendor concerns.
- Assists project director to maintain program budgets and manage AR and AP.
- Participates in the development and revision of standard operating procedures and guidelines.

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Builds and manages project timelines, implements and maintains technology tools and software (Google Drive, Mailchimp, Submittable, Asana, Slack), creates and maintains documentation for all aspects of program operations.

- Facilitates benefits communications, and provides guidance on compensation programs, personnel policies, and procedures. Coordinates with Journalism School staff to manage hiring and onboarding of fellows each year.
- Works with project director and outside evaluators to ensure we are tracking and gathering the information we need to assess the program.

Required Qualifications

- Solid organizational skills and ability to multi-task with demanding timeframes.
- Ability to effectively problem solve, including assessing the issues, researching solutions and designing new processes and workflows as needed.
- Ability to use sound judgment in responding to issues and concerns.
- Excellent verbal and written communication skills and interpersonal skills to communicate effectively internally and externally.
- Working knowledge of common organization-specific and other computer application programs, including Google Drive, Submittable, Asana, Slack and Mailchimp.
- Ability to use discretion and maintain confidentiality.
- Team player, eager to support fellows, newsrooms and colleagues. Self-starter who both sees the big picture and effectively manages the day to day. Able to see around corners and to plan for and address the cascade effect of any changes or decisions we make.
- Bachelor's degree in related area and / or equivalent experience / training

Salary & Benefits

This is a full-time, career position. This position is eligible for up to 40% remote work within the United States. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs and are subject to change.

This position is eligible for the full range of UC Benefits. For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in

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making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted hourly range that the University reasonably expects to pay for this position is \$32.88 - \$40.23 (**stepped rates**). The full campus range for this position is \$31.43 - \$55.07.

Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

How to Apply

To apply, please submit your resume and cover letter.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Misconduct Disclosure

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous

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place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

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, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative Action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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