

Publication Manager (4017U) Job 70692 - Terner Center  
(CED)  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238577>

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Posted Jul. 5, 2024, set to expire Oct. 31, 2024

<b>Job Title</b>	Publication Manager (4017U) Job 70692 - Terner Center (CED)
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jul. 5, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Library
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**Job Description**

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and 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 staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](http://grow.berkeley.edu).

#### Departmental Overview

The Turner Center for Housing Innovation formulates bold strategies to house families from all walks of life in vibrant, sustainable, and affordable homes and communities. Established in 2015, the Turner Center has quickly become a leading voice in identifying, developing, and advancing innovative public sector solutions to achieve broader housing affordability for communities across the country. We produce timely and rigorous research designed to shape housing development practice, finance, and policy at the local, state, and national level.

This role will be responsible for managing the publication of the Turner Center's papers, briefs, and blogs and will support a range of communications projects. The position will utilize strong project management, writing, editing, and design skills in close collaboration with the research and policy team and under the supervision of the Associate Director. The role will review and edit a variety of material for stylistic consistency, organization, and emphasis, and will support developmental editing as needed. The role will prepare written and graphic materials (including body text as well figures, charts, and other visuals) for publication by formatting and design in line with Turner Center style guidelines

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and templates. The role will also manage distribution of publications via website, listservs, and social media channels. The role will also lead and/or project manage collaboration with colleagues and consultants additional communications projects that adapt research for interactives, infographics, one-pagers, blog posts, webinars/events, presentations, op-eds and other mediums for communication.

#### Application Review Date

The First Review Date for this job is: 7/18/24 - Open Until Filled

#### Responsibilities

40% As an editor, ensures clarity, organization, accuracy, style, and quality of written work. Obtains copyright permission. Manage distribution of publications via website, listservs, and social media channels.

25% Under limited supervision, writes and / or edits material for a variety of publications for internal and external audiences, consulting with clients as necessary. Produces articles, press releases, profiles, briefings, blogs, collateral, and / or other written material using subject matter expertise. Assignments may include analytical, interpretive, reportorial / journalistic, or promotional / persuasive projects.

15% Work closely with Associate Director and Leadership team to develop strategic vision for Center communications.

10% Lead and/or project manage collaboration with colleagues and consultants additional communications projects that adapt research for interactives, infographics, one-pagers, webinars/events, and other mediums. Manage the work of consultants that support communications functions, including copyeditors, graphic designers, and interactive developers.

10% Work with the Research Director and other members of the Leadership Team to manage the publication of reports in the Turner Center's pipeline.

#### Required Qualifications

- Thorough knowledge of the fundamentals of writing, grammar, syntax, style, and punctuation.
- Thorough knowledge of appropriate editorial style and publication guidelines.
- Thorough knowledge of the location, including its mission, goals, achievements, infrastructure, programs, and policies.

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- Thorough knowledge of issues in higher education, a specialized academic discipline or field and / or health sciences.
- Knowledge of computer applications for publishing, image handling, and / or web production.
- Thorough skills to write clear, lively, engaging and compelling copy in a variety of styles appropriate to target audiences and / or the broader public, while ensuring adherence to the location's message.
- Thorough research and fact verification skills.
- Thorough interpersonal communications skills, including active listening and effective collaboration skills.
- Thorough analytical and critical thinking skills.
- Thorough attention to detail, project management and organizational skills.
- Skill to maintain confidentiality.
- Bachelor's degree in related area and / or equivalent experience / training.

### Salary & 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 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 salary or hourly range that the University reasonably expects to pay for this position is \$85,000 - \$95,000.

### 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.



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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/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

**Contact Information**

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

**Contact**

N/A

University of California, Berkeley

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