

Director, News and Information (7462U) Job 75545 -
College of Computing, Data Science, and Society
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251732>

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Posted Jan. 16, 2025, set to expire May 15, 2025

Job Title	Director, News and Information (7462U) Job 75545 - College of Computing, Data Science, and Society
Department	College of Computing, Data Science, and Society
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 16, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Communications/Public Relations
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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.

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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.

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 College of Computing, Data Science, and Society (CDSS) is a dynamic, innovative new college at UC Berkeley that represents a once-in-a-generation transformation. The College brings together faculty, researchers, staff and students from computing, statistics, the humanities, and social and natural sciences, mirroring the cross-cutting nature of data science and redefining the research university for the digital age. Core to the College is a commitment to examining how the digital revolution affects equity and opportunity-and building the capacity to respond to these challenges.

CDSS was created to meet the opportunities and demands of a world where data, machine learning, and artificial intelligence inform practice and policy in virtually every arena. The College connects the Data Science Undergraduate Studies program, Department of Electrical Engineering & Computer Sciences, Department of Statistics, the Berkeley Institute for Data Science, Computational Precision Health, and the Center for Computational Biology.

The College is responsible for growing Berkeley's broad-based undergraduate programs in data science, computing, statistics and other interdisciplinary programs, including classes and programs serving thousands of undergraduate students a year.

CDSS seeks a motivated, collaborative, and creative communications professional to help tell our story and extend our reach to a diverse set of audiences. Reporting to the Assistant Dean for Communications, this role works independently to create and curate content that aligns with CDSS communication strategies and targets key audiences, including prospective and current undergraduate

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and graduate students, donors, alumni, faculty, staff, and internal and external partners.

Visit this website to learn more about the future home of CDSS in the new Gateway Building:

<https://data.berkeley.edu/news/uc-berkeley-showcasesplans-cdss-future-home-new-video>

Application Review Date

The First Review Date for this job is: 1/28/25 - Open Until Filled

Responsibilities

20% - Works on the news and information aspects of communications, including covering CDSS news and events, editorial projects, media outreach, external and internal communications, photography/video, and presentations.

20% - Creates, develops, and implements long- and short-term strategic communications plans.

10% - Builds and maintains good working relationships at all organizational levels and with internal partners, media representatives, and industry partners. Works closely with Dean's Office staff, consultants, the CDSS communications team, communication staff from affiliated units and across campus, and consultants.

10% - Develops and executes strategic news and media communication plans, drafts and coordinates review of announcements, and manages requests for information.

10% - Under minimal supervision, develops, manages, and executes comprehensive communication programs and projects, including news and information, internal communications, and media pitching and responses. Responsible for managing internal and external newsletters.

10% - Creates, develops, edits, and maintains news stories and information materials, photos, graphics, newsletters, and other communications. Helps maintain a consistent brand throughout online, print, and other collateral materials.

10% - Coordinates with Office of Public Affairs and with faculty and staff in the CDSS community and across campus. May supervise the work of staff, interns, or contractors.

5% -

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Ensures production of high-quality communication products that effectively deliver the desired message within budget and time constraints.

5% - Seeks out and participates in professional development to grow skills.

Required Qualifications

- Thorough knowledge of the concepts and principles of communications and media relations.
- Experience using communications tools such as Mail Chimp, Drupal CMS, Adobe Creative Suite/Cloud (InDesign, Photoshop, and Illustrator), Constant Contact, Microsoft Office, and Google suite.
- Experience effectively communicating across a variety of news and media platforms.
- Thorough written, verbal and interpersonal communications skills, including a strong sense of a good story and understanding of the topics that may be of interest to various publics and will incorporate key messages.
- Good judgment, political acumen, and thorough organizational skills.
- Skill to maintain confidentiality.
- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Knowledge of CDSS and Berkeley.

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.

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Classification: MEDIA COMMS SPEC 3

Anticipated hiring range: \$80,400- \$92,200

UCB salary range: \$80,400- \$145,400

The salary offer to the final candidate will take into consideration their experience and salary equity with current UC Berkeley employees working in a similar roles.

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 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



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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

University of California, Berkeley

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