

Office Manager, School of Journalism (4263C) - 79848
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260098>

Downloaded On: Aug. 15, 2025 10:53am

Posted Jul. 23, 2025, set to expire Jun. 30, 2026

Job Title	Office Manager, School of Journalism (4263C) - 79848
Department	School of Journalism
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 23, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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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 School of Journalism at UC Berkeley is one of the top journalism programs in the United States. The school offers a two-year Master of Journalism degree to an enrollment of about 120 students at a time and a journalism minor serving another 300 undergraduates. The school's emphasis is on mastering a wide variety of communication techniques while learning the highest standards of responsible and enterprising journalism. There are approximately 15 senate and adjunct faculty members in the school and over 20 working journalists who serve as lecturers. The school employs approximately 30 career staff members who manage the academic functions of the School as well as ancillary programs.

Position Summary

The Office Manager manages the day-to-day operational functions of North Gate Hall, home to the UC Berkeley School of Journalism. This includes managing a professional, and welcoming reception area for the community and visitors; coordinating the organization and oversight of shared spaces (e.g., kitchen, storage rooms) and shared equipment (e.g., loaner items); and managing the distribution of mail.

The Office Manager also assists with coordinating school events and supports administrative units with purchasing and non-employee reimbursement activities. They act as the Building Coordinator for North Gate Hall, overseeing facilities-related needs, building access controls, security coordination, and emergency preparedness.

The Office Manager develops protocols and procedures for a variety of operational and administrative activities and improves processes on a continuous basis. They analyze, troubleshoot, and resolve

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problems as they arise. The position supervises student assistants, including hiring, scheduling, and overseeing their work.

They partner closely with the Journalism facilities and operations staff, the campus building manager, UCPD, and administrative managers to provide all occupants and visitors with a smooth operational experience.

The Office Manager works primarily on-site Monday through Friday.

Application Review Date

The First Review Date for this job is: 08/04/2025.

Responsibilities

- Manages the reception area's daily operations and physical space; greets and directs visitors; maintains the digital news board; answers phone calls; receives and distributes deliveries.
- Manages reservation process for conference rooms and other select spaces.
- Responds to and triages operational questions, requests, and issues raised by occupants.
- Manages the organization of shared spaces (e.g., kitchen, storage room, mail room, courtyard, conference and meeting rooms); establishes and communicates systems and protocols for use and maintenance.
- Ensures furniture, equipment, and supplies in the reception area, conference rooms, meeting rooms, etc. are reset to their designed configurations.
- Oversees building operations for North Gate Hall, ensuring a safe, accessible, and well-maintained environment.
- Manages access controls, coordinates with campus units (e.g., UCPD, Facilities, Capital Projects), and addresses facility-related issues such as work orders, security, emergency preparedness, and compliance.
- Maintains vendor and service relationships and monitors routine building maintenance and minor space improvements.
- Coordinates facilities logistics and physical space planning, including office moves, repairs, furniture needs, signage, and shared space functionality.
- Develops emergency response plans, ensures safety standards are met, and serves as the liaison between the School and campus units for facilities and capital projects.
- Assists with planning and coordinating events across the School of Journalism, including programs for students, alumni, faculty, staff, and the broader school community.
- Supports logistics such as space reservations, vendor coordination, and supply orders.

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- Ensures events run smoothly by anticipating and resolving issues with professionalism, discretion, and strong attention to detail.
- Contributes to long-term event planning and helps manage event budgets, supply inventory, and communications in collaboration with other staff.
- Hires, trains, and supervises work-study student assistants (approx. 2-3).
- Establishes work schedules, protocols, and responsibilities.
- Participates in workshops, trainings, and other professional development activities; other duties, as assigned.

Required Qualifications

- Familiarity with and/or ability to quickly learn UC systems such as BearBuy, HR ServiceHub, and the reimbursement system.
- Excellent interpersonal skills; proficient in communicating clearly and effectively, both verbally and in writing; Strong skills in active listening, critical thinking, and persuasiveness.
- Proficient in integrating information to complete assignments.
- Ability to use sound judgment in responding to issues and concerns.
- Knowledge of a variety of administrative operational activities such as event planning, risk management planning, and purchasing/reimbursements.
- Excellent computer skills, including proficiency in Microsoft Suite and Google Collaboration Suite.
- Ability to use discretion and maintain confidentiality.
- Strong skills in short-term planning, analysis, problem-solving, and customer service.
- Exceptionally strong organizational skills and attention to detail.
- Analytical skills to conduct analysis and develop recommendations.
- Comfortable, flexible, and adaptable in a fast-paced, high-pressure, constantly shifting environment, with frequent interruptions and multiple priorities.
- Demonstrated ability to handle difficult or volatile situations or individuals effectively.
- Strong customer service orientation, including excellent interpersonal skills, to effectively work with a variety of faculty, staff, students, and visitors.
- Ability to integrate core concepts, values, and principles of the department and University into everyday practice.
- Ability to establish systems and procedures, with a fastidious and artful approach to maintaining physical space.
- Exceptionally strong organizational skills and attention to detail.
- Strong problem-solving skills; takes initiative to identify problems and implement solutions.
- Self-starter with the ability to work effectively both independently and in collaboration with others.
- Bachelor's degree in related area and/or equivalent experience/training.

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Preferred Qualifications

- Supervisory experience, preferably related to student staff; demonstrated ability to lead a team and achieve goals through subordinate staff.

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 hourly range that the University reasonably expects to pay for this position is \$32.44 (Step 1) - \$41.52 (Step 12).

- This is a non-exempt, biweekly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

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>

- This is not a visa opportunity.

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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.

SB 791 and AB 810 Misconduct Disclosure Requirement: 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 Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

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

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

N/A

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