

**Newsroom Cohort Manager (4517C) - 81016**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=262424>

Downloaded On: Sep. 12, 2025 4:57pm

Posted Sep. 12, 2025, set to expire Jun. 30, 2026

**Job Title** Newsroom Cohort Manager (4517C) - 81016  
**Department** School of Journalism  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Sep. 12, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Student Services  
Grant Writer/Technical Writer  
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.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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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 School of Journalism at UC Berkeley is one of the top journalism programs in the United States and is home to the groundbreaking California Local News Fellowship program, the largest publicly-funded journalism program in the country.

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 Newsroom Cohort Manager will join our small program team, focused on supporting early-career journalists and their local newsrooms. The position will provide editing support to fellows and build and maintain relationships with their newsroom editors. With the program team, the Newsroom Cohort Manager will play a significant role in selecting future fellows and newsrooms, ensuring an extraordinary fellowship experience, leading our robust training and mentoring program, and ensuring effective partnership with host news outlets throughout the state.

### Application Review Date

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The First Review Date for this job is: 09/23/2025.

### **Responsibilities**

- Participates in selection and matching newsrooms and fellows for the California Local News Fellowship program.
- Partners with the program team to design and manage the overall fellowship experience.
- Acts as a coach, mentor and troubleshooter, helping to ensure the fellows are having a worthwhile professional experience and the newsrooms are benefiting from their contributions.
- Designs and executes the editing support that the fellowship provides to the fellows, working in close coordination with their newsroom editors.
- Editing will primarily take place on-on-one, but also could include small group workshops and cohort-wide training.
- Assess fellows' reporting abilities and create and manage support plans for any fellows who are struggling editorially.
- The support could come directly from you, or you may decide to pull in other resources, depending on the fellows' needs.
- Designs and executes a newsroom editor communication strategy.
- This will include building one-on-one relationships with editors throughout the state, but could also include newsletters and occasional group meetings to share information about the fellowship program and solicit their feedback on and input into the program.
- Provides support and coaching to fellows to help them identify their interests, skills, strengths and challenges as they launch their journalism careers.
- Works with the other cohort managers to design and develop fellowship ongoing training and mentoring, focused on building editorial expertise and professional development skills.
- Designs and documents the training and support delivered to the fellows so we can replicate and build on the curriculum in future years.

### **Required Qualifications**

- At least five years of local news editing experience.
- Understanding of small newsroom dynamics, where reporters may be expected to deliver at a high level without significant internal support.
- General understanding of California communities and their information needs.
- Experience editing early-career journalists and tailoring editing support specific reports' needs.
- Experience coaching and mentoring early-career journalists, formally or informally.
- Knowledge of needs assessment theory, processes, and practices

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- Experience designing and leading journalism training and workshops.
- Excellent written and verbal communicator, both one-on one-and in groups.
- Strong ability to work with people from diverse cultures.
- Strong relationship-building and conflict management skills.
- Strong organizational skills; able to design and implement programs, comfort with technological tools, and effective communication about your work.
- Commitment to and enjoyment of working in a highly collaborative team.
- Bachelor's degree in related area and/or equivalent experience/training.

### Preferred Qualifications

- Experience editing print/text stories is required; audio, video and/or multimedia editing experience.
- Bilingual in English and Spanish.
- Advanced 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 annual salary range that the University reasonably expects to pay for this position is \$100,000.00 - \$125,000.00.

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- This is an exempt monthly-paid position.

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### **How to Apply**

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

### **Other Information**

This position will be governed by the terms and conditions in the agreement for the Student Services Advising Professionals, represented by the UAW.

- This is not a visa opportunity.
- This position is eligible for up to 40% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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](#)

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[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](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 applying for or inquiring about this job announcement.

**Contact**

N/A

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