



[citris-uc.org](https://citris-uc.org)

## CITRIS Student Technology Writer Aug 2021-May 2022

At the [Center for Information Technology Research in the Interest of Society and the Banatao Institute \(CITRIS\)](https://citris-uc.org), we help faculty and students develop new technologies that benefit society with a special focus on healthcare, robotics, environment, and policy. Our invention and entrepreneurship ecosystem includes the CITRIS [Invention Lab](#) maker space, the CITRIS [Foundry](#) startup incubator, and the CITRIS [Tech for Social Good](#) program, as well as inclusive programming through our [EDGE in Tech](#) initiative, among other programs and labs across the UC Berkeley, UC Davis, UC Merced, and UC Santa Cruz campuses. To learn more, visit <https://citris-uc.org>.

As a writing assistant, you'll work alongside experts and leadership across our four UC campuses to distill complex information into compelling stories. You'll help produce content in multiple formats such as press releases, news articles, blog posts, social media copy, e-newsletter text, video scripts, and more.

Typical tasks consist of interviewing a researcher about their groundbreaking technology, drafting a press release to announce a new industry partnership, contacting reporters with news briefs, developing engaging social media copy, or working with department staff to develop media designed to promote our unique capabilities and successes.

### Benefits

- Grow your portfolio by applying your editorial passion to create engaging content
- Make a positive impact by highlighting research aimed to benefit society
- Gain insight into a multi-campus, multidisciplinary research environment with connections to industry partners interested in emerging technologies
- Take part in team brainstorming sessions and pitch ideas
- Have flexible hours with opportunities for remote work

### Responsibilities

- **Research:** In partnership with the digital communications manager, you'll identify, research, and plan the development of engaging content focused on building engagement and awareness of CITRIS research initiatives and programs for a range of audiences. This will include interviewing, fact-checking, and pitching ideas to

promote our researchers, faculty, students, startups, industry partners and their respective projects.

- **Writing and Editing:** Draft and publish content to highlight our research, news, people, and programs. Web publishing may include WordPress, Medium, and social media channel formats.
- **PR outreach:** Help increase PR, media relations, and networking efforts and build relationships with key reporters and outlets. May serve as a supporting point of contact for members of the news media and work to achieve increased coverage of CITRIS's work.
- **Communications:** Support team members as needed by performing digital communications, event coverage, and other duties.

## Required Qualifications

- Currently enrolled in a BA, BS, or Masters program at UC Berkeley, preferably in Journalism or English and available throughout the academic year (August–May), with a minimum enrollment expected at UC Berkeley through Spring 2022
- Minimum of 1-2 years of experience writing and editing published content in a science or technology related environment
- Must be able to work independently and meet deadlines with minimal supervision
- Strong communication skills & ability to appropriately represent CITRIS when coordinating with staff, students, and faculty

## Preferred Qualifications

- Experience using social media dashboard and tracking tools (ex: Sprout Social) to promote news, events, or programs for an organization
- Experience with PR, media relations, and networking, but not required
- Experience with web publishing to WordPress. Experience writing SEO-friendly content is helpful, but not required.

## Start date, Hours, & Location

**Start Date:** August 2021 (End date: May 2022, with possibility for extension)

**Schedule:** 10-15 hours per week, available throughout academic year (August-May)

- Potential to start Summer 2021 for minimum of 20 hours a week

**Location:** Sutardja Dai Hall, UC Berkeley campus

- Will observe COVID-19 remote work plans as instructed by the campus

# Compensation

\$19-\$25 per hour, commensurate with experience. Work-study is a plus, but not required.

# To apply

Apply now: <https://citris-uc.org/application-citris-student-technology-writer/>

We ask that you apply for the job with a resume, brief cover letter, and clips that you have written. We may later ask candidates for a written memo responding to several questions and to go through rounds of interviews with the team.

The first review date is July 21, 2021. The position will remain open until filled.

Questions may be directed to Cheryl Martinez, Director of Communications, at [cherylmartinez@berkeley.edu](mailto:cherylmartinez@berkeley.edu).