**JOB ANNOUNCEMENT**

**Campus Bridging Project Assistant**

**Othering and Belonging Institute, UC Berkeley**

**Position Title:** Campus Bridging Project Assistant

**Duration:** Immediately-06/30/23

**Expected Hours:** 10 hours/week

**Compensation Range:** Dependent on Education Level

The Campus Bridging Project is an ongoing 3-year initiative at the Othering and Belonging Institute (OBI) made possible by a grant from the Haas Jr. Fund. It is focused on supporting intergroup “bridging” work on campus in service of creating a more expansive sense of belonging in our community. During the project’s first year Graduate Student Researchers and OBI staff worked to define the parameters of bridging and to identify where it already exists on Berkeley’s campus. Year two focused on building partnerships with student organizations, designing a practicum course, and offering pass-through funding to campus bridging events and initiatives. In this final year, we are continuing to support existing bridging, creating new bridging initiatives, administering the practicum course, and evaluating and assessing the implemented programming.

(Deeper explanations of what bridging work is, what it looks like, and how it is related to the work of the Othering and Belonging Institute can be found in this [one-page](https://docs.google.com/document/u/1/d/1QMXodRlVKEKvX4MOThpMx1qL7yaZnAZrKFX9R5YX3aI/edit) document).

**Brief Description of Role**

The Campus Bridging Project Assistant will work directly with the Campus Bridging Project Coordinator to support and help develop the organizational and administrative structures that ensure project efficiency and sustainability.

**Responsibilities**

* Gathering and maintaining resource store-houses for project related curricula, data, and feedback.
* Tracking the progress of initiatives and keeping project timelines and reports up to date.
* Assisting with campus event management logistics.
* Assisting with the design of evaluation tools to assess program impact.
* Communicating consistently with the Campus Bridging Project Coordinator and attending a one-hour weekly meeting.

**Required Qualifications:**

* Excellent organizational and time management skills
* Good interpersonal digital communication skills
* Proficiency in Google Workspace applications
* Familiarity' with UC berkeley campus and campus systems

**Desired Qualifications:**

* Experience working with and across different diverse groups
* Familiarity with OBI and/or alignment with the mission of “building a bigger we”
* Familiarity with the IRB process
* Experience working on UCB’s campus

**To Apply**

Send resume and brief letter of interest (no more than one page) to julia\_mckeown@berkeley.edu with the subject “Application: Campus Bridging Project Assistant”. We aim to have this position filled as soon as possible.

**Accepting applications until filled.**