



JOB ANNOUNCEMENT
Global Norms Research Assistant
Graduate Student or Independent Contractor

The Othering & Belonging Institute at the University of California, Berkeley, is seeking to hire a graduate student or an independent contractor to work with a research team to develop a literature review and memo examining questions related to *how global norms are created, established, and diffused*.

Position Title

Research Assistant

How to Apply

Please send a tailored cover letter (no more than two pages), a resume (no longer than two pages), and a writing sample on which the applicant is the sole author. Please send all materials in **one PDF file** to <belonging@berkeley.edu> with the subject line *Global Norms Research Assistant*.

Application Review Date

We are accepting applications on a rolling basis until the position is filled.

Desirable Start Date

Before or by June 1, 2023.

Departmental Overview

[The Othering and Belonging Institute](#) ("the Institute") at UC Berkeley brings together researchers, stakeholders, policymakers, and communicators to identify and challenge the barriers to an inclusive, just, and sustainable society and to create transformative change. The Institute is a vibrant hub of researchers, community leaders, policymakers, artists, and communicators that advances research, policy, and work related to marginalized communities. We engage in an innovative narrative, communications, and cultural strategies that attempt to re-frame the public discourse around marginality and inclusion and respond to issues that require immediate and long-term action. Our work is informed by understanding how structures and systems work to create or exacerbate othering and exclusion.

The Position

The Research Assistant will work with a research team to develop a literature review and memo examining questions related to *how global norms get created, established, and diffused*. The review will be shaped by particular questions developed by the research team, and answering these questions will be the guiding purpose of all final products. In

addition, the research assistant will be responsible for developing several final documents, including but not limited to a research database, short case studies, and presentations of final research findings. The ideal candidate will have stellar writing, synthesizing, and editing skills, be a self-starter, be organized, and demonstrate a proven ability to manage multiple commitments combining attention to detail with productivity.

Graduate Student

- **Location:** This position is remote-friendly and eligible for 80% remote capability; however, the candidate must be available to work in Pacific Time Zone.
- **Duration:** Summer at 40 hours per week with a possibility of extension for Fall 2023 at 20% FTE. Fee remission will not be available for this position in the Fall.
- **Salary:** Hourly pay range is \$26-\$45, commensurate with experience.

Independent Contractor

- **Location:** This position is remote-friendly; however, the candidate must be available to work in Pacific Time Zone.
- **Duration:** The duration of this contract is 6 months, with the possibility of an extension. We're offering 40 hours per week; however, the final amount of hours per week is negotiable.
- **Salary:** Hourly pay range is \$26-\$45, commensurate with experience.

Responsibilities

- Develop a research database for literature review.
- Develop literature review and memo.
- Review, edit, synthesize, and present research findings.
- Organize project documents in Google Workspace.
- Project management, including coordinating logistics, agendas, and outcome goals for the research team meetings.

Required Qualifications

- At least two years of demonstrated professional experience in social science research methods.
- Proven experience with qualitative research methods and developing literature reviews, case studies, and memos.
- Stellar writing and copy-editing skills for academic and/or popular publications.
- Ability to review and synthesize dense volumes of publications, e.g., journals, books, websites, magazines, etc.
- Experience working with academic social science research databases.
- Knowledge of citation styles for academic/non-academic research publications.
- Excellent time management in undertaking multiple commitments.
- Ability to work independently and collaboratively.
- Strong organizational skills and proven ability to coordinate meetings.
- Proficiency in Google Workspace and Microsoft Suite.
- Good verbal and interpersonal communication skills.

Preferred Qualifications

- Excellent skills in organizing and developing literature reviews and writing memos.
- Knowledge of historical and contemporary successes and failures in establishing global norms, e.g., treaties, conventions, agreements, etc.
- Proven experience with cross-disciplinary research.
- Familiarity with the mechanisms of inclusion and exclusion in the global context.

Education/Training

A master's degree (completed or in progress) in social science or equivalent, or a JD (completed or in progress) focusing on global/international themes.