



**Haas Institute for a Fair and Inclusive Society
2015 General Summer Fellowship Program
Application dateline: March 13, 2015**

The Opportunity

The Haas Institute for a Fair and Inclusive Society at UC Berkeley brings together researchers, community stakeholders, policymakers, and communicators to identify and challenge the barriers to an inclusive, just, and sustainable society in order to create transformative change. The Haas Institute serves as a vibrant network of researchers and partners advancing research and policy related to marginalized communities, touching all who benefit from a truly diverse, fair, and inclusive society.

The Haas Institute Summer Fellowship is a fourteen weeks part-time paid internship (compensation is based on educational degree or year in school) that runs from May 20th to August 21st. The summer fellowship is based at the Haas Institute office on the UC Berkeley campus; however, there's possibility for summer fellow to work remotely based on project's needs and individualized work plan. All Bachelor, Masters, Professional and Doctoral students from UC system, domestic and international, are welcome to apply. However, domestic and international applicants must cover and arrange their own visa (international applicants), travel, and accommodations expenses.

Responsibilities

Summer fellows will work on a wide range of projects relating to marginalized groups, racial equity, and social cleavages such as race, LGBTQ, disability, religion, socio-economic disparities, new and emerging research on local and regional governments, and Global North/Global South relations. In particular, summer fellows expected to assist with and work on research and policy analysis; conducting statistical, data and financial analysis; literature reviews and bibliographic annotation; writing for reports, memos, discussion papers, journal articles and book chapters; planning and coordinating meetings, conferences, and other speaking engagements including preparation of presentations.

Commitment

All summer fellows expected to:

- Work at the Haas Institute office on the UC Berkeley campus, or remotely if projects are non-UC Berkeley based;
- Have a commitment to social and racial justice, and civil liberties;
- Work approximately 20 hours per week for fourteen weeks (May 20th to August 21st).



Minimum Qualifications

- Bachelor, Masters, professional or doctoral students (completed or in progress), or equivalent combination of education/experience;
- Proficiency in Microsoft Office suite, including internet research;
- Excellent verbal and written communication skills;
- Self-starter with ability to initiate and complete work with limited supervision;
- Ability to prioritize tasks and meet deadlines.

Preferred Qualifications

- Familiarity with data collection, data maintenance and institutional analysis;
- Facility for writing and copyediting content that is geared for the Institute's outreach efforts to stakeholders such as media, policymakers, partners, community organizations, and other audiences.
- Knowledge of data science and data visualization;
- Knowledge of financial data analysis;

To apply

Please make sure that your application includes: a cover letter (no more than 2 pages, describing your experience and why you would be a good fit for this fellowship), your resume (no more than 2 page), and a writing sample (no more than 5 pages), all in a single PDF file. Please send your application to the Haas Institute Summer Fellowship Program Committee at hifisinternship@gmail.com before **5pm of March 13th, 2015**.

Applications submitted after the dateline or without a cover letter and writing sample will not be considered.