JOB ANNOUNCEMENT

Student Assistant

Othering and Belonging Institute, UC Berkeley

Position Title: Student Assistant
Duration: Fall 2021 with potential to extend into Spring 2022
Expected Hours: 10-20 hours/week
Compensation Range: $19/hour

Othering and Belonging Institute 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 engages in original research in support of a vision of inclusion and a world where everyone belongs. This research includes social science research for white papers, monographs and other relevant materials that deepen insight and knowledge into conditions of structural inequality. The Institute is looking for a student assistant for the 2021-22 academic year to help track down sources, verify citation and correct citations in support of the Director of Research.

Brief Description of Role

The student assistant will review sources (books, chapters, studies, journal and periodical articles), track down outstanding or missing sources, identify findings for inclusion, verify cites, and make format corrections relating to race, racial inequality, socioeconomic mobility, housing, criminal justice system, systemic racism, and more. The student researcher will be given an initial list and specific assignments, but also exercise significant independent judgement and research discretion in finding or selecting materials for additional inclusion and tracking and finding other materials of relevance or importance.

Familiarity with standard citation formats, research databases and strong organization skills are desired. This position reports to and takes assignments from the Director of Research.

Responsibilities

- Correcting and properly formatting citations
- Finding and verifying citations
- Identifying additional sources for citation
- Selecting findings for inclusion in text or citation.
Qualifications
- Strong organizational skills and the ability to work independently
- Familiarity with citation formats, including Chicago style manual
- Interest in social justice and racial equity
- Familiarity and experience using research databases and library services

To Apply

Please send as one electronic document, your resume, letter of interest (no more than two pages), and writing sample(s) to smenendian@berkeley.edu. Please put in the subject line: Student Assistant Application

Accepting applications until filled.