JOB ANNOUNCEMENT

Fellowship Program Coordinator

Othering & Belonging Institute, UC Berkeley

Position Title: Student Assistant
Duration: Spring & Summer 2021, with possibility of renewal
Expected Hours: 12 hours/week
Compensation Range: Dependent on Year

The Othering & 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's Summer Fellowship is a three-month-long program that aims to prepare and engage with the next generation of student researchers and future community leaders who are committed to social and racial justice. The fellowship provides hands-on experience and mentorship on social science research. The fellowship runs from mid-May to mid-August of each year. Learn more about the Summer Fellowship program at https://belonging.berkeley.edu/summerfellowship.

Brief Description of Role

The Summer Fellowship Program is seeking a student assistant for 2021 Spring and Summer semesters to serve as a Fellowship Program Coordinator. The coordinator will serve as an integral part of the Summer Fellowship Program Committee and directly engage with fellows, and support the program with various tasks, including but not limited to: assisting with interviews of fellowship candidates, coordinating fellowship programming, managing program-related email inquiries, reviewing, and editing outreach and program materials, and overseeing post-fellowship program evaluations.

Responsibilities

- Administer and organize summer fellowship application review process
- Develop and coordinate fellowship interview schedules
- Assist with fellowship interviews of fellowship candidates
- Manage communication with applicants, other stakeholders, and alumni network
- Review, edit and finalize all summer fellowship documents and program materials
- Develop and administer summer fellowship’s program evaluation process
- Coordinate summer fellowship programming, including orientation, regular meetings, workshops, and graduation

**Qualifications**

**Required:**
- Commitment to working through Spring AND Summer
- Pursuing undergraduate or graduate degree at UC Berkeley
- Proficient in MS Word, MS Excel, Google Docs, and/or similar Apps
- Proven experience with project management
- Established experience working with diverse groups
- Strong communications and writing skills
- Excellent time management
- Careful attention to detail
- Ability to work independently and collaboratively

**Desired:**
- Interest in issues of social and racial justice as demonstrated through previous work or projects
- Interest in engaging long-term with the O&B Institute
- Highly motivated, resourceful, and flexible

**To Apply**

Please email your resume and cover letter (no more than two pages) to <summerfellowshipcommittee@berkeley.edu>

Please include in the subject line: Coordinator Summer Fellowship Program.

**Accepting applications on a rolling-basis until position filled.**