L&S Advising Graduate Intern  
College of Letters & Science Office of Undergraduate Advising

**Job Title:** College of Letters & Science Graduate Advising Intern  
**Employer:** L&S Office of Undergraduate Advising  
**Hourly Rate:** $25/hr, does not include student fee remission  
**Hours:** 25% position (Student Assistant IV) beginning Summer & throughout Fall 2018. Ten (10) hours/week

**Description:** The L&S Office of Undergraduate Advising is seeking graduate students, ideally one from each of the five academic divisions, Arts & Humanities, Biological Science, Interdisciplinary Studies, Mathematics & Physical Science, and Social Sciences, to assist the L&S advising team in the expansion of advising tools and programs aimed at supporting undergraduates’ exploration of a broad-based liberal arts education. The interns will assist in the development, implementation, delivery, and evaluation of workshops and multimedia approaches (website, videos, social media, etc.) designed to encourage students to pursue their curiosity in a multitude of areas, take advantage of opportunities to study and conduct research both within and outside of the traditional disciplines, and successfully navigate the academic landscape of this research university.

The work of the interns will include identifying key academic skills and approaches for academic success, and encouraging community and student engagement. Topics may include:

- Helping first- and second-year students explore and define their interests, and hone their academic and career goals;
- Helping students to understand the role of the GSI, get the most out of faculty office hours, and build relationships with faculty;
- Encouraging students to get involved with undergraduate research and explore the multitude of enrichment opportunities available at Cal; and
- Supporting juniors and seniors as they approach graduation and plan for the future.

This is a position for someone who has a strong passion for supporting the intellectual exploration and development of undergraduate students and/or is interested in working in higher education administration.

**Duties include:**

- Learn about a range of disciplines within one’s respective division.
- Assist with planning, developing, implementing, and evaluating advising tools.
- Deliver workshops and/or group advising sessions with undergraduate students.
- Organize alumni panels and other workshops/events with the goal of providing insight and information to help undergraduates learn about possible professional and academic opportunities after graduation.
- Create video content for Golden Bear Advising (new student orientation) to help incoming freshmen and transfers better understand the academic landscape at Berkeley.
- Collaborate with departmental major advisers and other key Campus partners.
- Collaborate with L&S media and communications team
- Perform additional administrative tasks as requested.

**Qualifications:** This position is designed for a graduate student with a broad background in one of the L&S Divisions and a strong interest in working with undergraduate students, demonstrated experience in giving constructive and encouraging feedback to undergraduates, and interest in developing programmatic tools and services to help undergraduates make the most of their time at Berkeley and plan for future academic and/or professional opportunities.

**Required Skills:**
- Excellent organizational skills, responsible, diligent, detail-oriented, self-motivated, independent, and a quick learner.
- Must have excellent verbal and written communication skills.
- The ideal candidate will also be flexible, able to work with minimal supervision, and have good interpersonal skills and good judgment.

Potential for renewal of the position for Spring 2019 term and beyond.

This position does not include any student fee remission. For graduate students interested in this position who will already have a 50% GSI or GSR position, you will need to obtain a waiver from your department to make yourself eligible for 75% employment on campus.

Please email cover letter and CV to:

Maria DePalma
Asst. Director, Office of Undergraduate Advising
College of Letters & Science
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