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

Job Title: College of Letters & Science Graduate Advising Mentor
Employer: L&S Office of Undergraduate Advising
Hourly Rate: $25/hr., does not include any student fee remission
Hours: 25% position (Student Assistant IV) beginning Spring 2019. 10 hours/week

**Description:** The L&S Office of Undergraduate Advising is seeking 1-3 graduate students, preferably from the divisions, Biological Science, 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 mentors 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 assist students in the development of strategies for the successful navigation of the academic landscape of this research university, including 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; getting involved with undergraduate research and exploring 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: is committed to learning about a range of disciplines within their respective division, 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.
- Participate in Major Exploration Fair
• Collaborate with departmental major advisers
• Collaborate with L&S media and communications team
• Collaborate with other key Campus partners.
• 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.

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(s) 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 future term(s).

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
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College of Letters & Science
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