Job Title: College of Letters & Science Graduate 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 in Summer 2019. 10 hours/week

Description
The L&S Office of Undergraduate Advising is seeking Ph.D. graduate students, preferably from the College of Letters & Science divisions of Biological Science, Mathematics & Physical Science, Arts & Humanities, 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:
- Assisting 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 engagement with the multitude of enrichment opportunities available at Cal, including undergraduate research, internships, study abroad, student groups, etc.; 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 may include:
- Learning about a range of disciplines within one’s respective division.
- Assisting with planning, developing, implementing, and evaluating advising tools.
- Delivering workshops and/or group advising sessions with undergraduate students.
- Organizing 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.
- Creating video content and or workshops for Golden Bear Advising (new student orientation) to help incoming freshmen and transfers better understand the academic landscape at Berkeley.
- Participating in the coordination of Major Exploration Fair
- Collaborating with departmental major advisers
- Collaborating with L&S media and communications team
- Collaborating 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 be flexible, able to work with minimal supervision, a team player, 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  
Assistant Director, Office of Undergraduate Advising  
College of Letters & Science  
UC Berkeley  
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