

**Paid Graduate Student Internship Opportunity:
Discipline-Cluster Professional Development Liaisons**

Graduate Professional Development
Graduate Division

Job Title: Discipline-Cluster Professional Development Liaison, Student Assistant IV, 25% time (10 hrs/week), \$25.78/hr; **does not include fee remission.**

Dates: October 2018-May 2019. Potential for renewal in summer 2019 and 2019-2020 academic year.

Hiring Unit: Graduate Professional Development, Graduate Division

As per Graduate Council policy, graduate students who will hold other positions must receive approval from their head Graduate Advisor to work more than 50% time (all positions combined). Students on fellowship must confirm that the terms of their fellowship allow them to work 10 hours/week in the fall and spring semester.

Description:

Graduate Professional Development is hiring up to 10 graduate students, ideally representing the full range of disciplines at Berkeley, to work as professional development liaisons (PDLs).

PDLs will work within the Graduate Division's Graduate Professional Development office on professional development needs assessment, resource development, communications, and programming. PDLs will be trained to serve as department-level experts in the professional and career development resources available to doctoral and professional students. Working collaboratively, they will help departments use these resources to meet department-identified professional development needs.

PDLs may also have the opportunity to develop expertise in a specific thematic area or competency, such as oral or written communication, mentoring, leadership, time management, or to work in support of specific audiences, such as underrepresented minority students, international students, students with disabilities, or student parents.

PDL positions are internships that include required group trainings (within the paid 10 hours/week). PDLs will develop skills in higher education leadership that are valuable in a variety of career paths, within and beyond academia.

Duties include:

- **Collaborations:** Work with departments to conduct graduate student professional development needs assessments and analyze results. Based on department-identified needs, connect departments with resources (on campus and beyond) and assist with departmental or discipline-cluster programming. PDLs will facilitate exchange and collaboration among the Graduate Division, departments, and campus professional development partners.

- **Resource development:** Conduct interviews with alumni; conduct and participate in focus groups; locate new professional development resources; analyze published materials about graduate professional development.
- **Communications:** Contribute to the Professional Development Digest and Calendar; create written and/or multimedia content for the Graduate Professional Development website; write articles for GradNews on professional development topics.
- **Programming and events:** Assist with planning, setup, and execution of Graduate Division professional development events; help to develop materials for workshops and presentations; organize, moderate, or participate on panels.
- **Additional duties as assigned.**

Qualifications:

This position is designed for graduate students who are interested in advancing their own professional and career development. Exceptional skills in judgment, collaboration, and communication will be required to excel in this role. Doctoral and professional students from all departments, programs, and disciplines are invited to apply.

Required Skills:

- Exceptional skills in interpersonal communication, collaboration, judgment, and organization;
- Graduate-level writing and analytical skills;
- The ideal candidate will also be skilled in multicultural competencies, with experience working and interacting effectively with diverse groups of students, faculty, and staff.

Preferred Qualifications:

- Experience with department- or campus-level professional development programming;
- Knowledge of data-gathering, assessment, and evaluation methods;
- Proficiency with email newsletters (Mailchimp), design (Adobe Creative Cloud), podcasting, videography, and/or web content management systems (WordPress).

Application Process:

To apply, please email a cover letter and a CV or résumé by September 17, 2018 to:

Linda von Hoene, Ph.D.
 Assistant Dean for Professional Development
 Graduate Division, UC Berkeley
gradpro@berkeley.edu

Finalists will be asked to provide contact information for three references.