

Call for Applications: Professional Development Liaisons

Paid Graduate Student Internship Opportunity

Graduate Professional Development
Graduate Division

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

Dates: September 2019–May 2020. Potential for renewal in summer 2020 and beyond.

Hiring Unit: Graduate Professional Development, Graduate Division.

Deadline to apply: Sunday, August 18, 2019.

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.

Are you an organized, self-motivated graduate student looking for experience in a professional work environment? Are you excited to learn about and promote the full spectrum of possible career paths available to Berkeley graduate students? Do you enjoy working on collaborative projects and creating productive partnerships? If so, we want to hear from you!

Graduate Professional Development is hiring up to three graduate students to join [GradPro](#)'s team of [Professional Development Liaisons](#) (PDLs). We're looking for graduate students who are ready to serve as peer leaders, and interested in learning more about the big picture of professional development on campus. If you're curious about what's going on beyond your own department and have tried out some [professional development resources](#) on campus or online, this is the internship for you.

As a PDL, your role would be to help graduate students at Berkeley access the resources they need to craft and carry out plans for their own professional development. You'll be helping grad students in every program and discipline build skills, succeed in their programs, and launch their careers. You'll be trained to serve as an expert in the professional and career development resources available to doctoral and professional students.



Why become a PDL?

PDLs develop skills in higher education leadership that are valuable in a variety of career paths, within and beyond academia. You'll play a meaningful role in designing and developing new resources and programming at GradPro, and will join a team of fellow PDLs in an environment that fosters professional growth. You'll also have the opportunity to collaborate with partners at all levels of campus, including faculty, administrative committees, staff, and students.

What you'll be doing:

PDLs work ten hours per week. Eight of those hours are spent working in the GradPro office, attending required group meetings, or meeting with partners. Two hours are spent working on your own Individual Development Plan and familiarizing yourself with resources. This is a great opportunity for grad students looking to take their own professional development to the next level. PDLs work on projects including the following:

- **Student programs and services:** Conduct [individual consultations](#) with students; facilitate [check-in groups](#); organize [workshops, panels, and other events](#); coach participants in the [Grad Slam](#) research competition.
- **Communications:** Write and publish articles on [GradNews](#); design email campaigns for the [GradPro Digest](#); develop strategies for disseminating professional development [resources](#).
- **Outreach:** Work with [faculty and departments](#); collaborate with campus [partners](#); work in support of specific audiences, such as underrepresented minority students, international students, students with disabilities, or student parents.
- **Resource development:** Research [careers beyond academia](#); explore events and [opportunities](#); assist with survey administration and data analysis; develop resources in areas such as public speaking, leadership, and time management.
- Additional duties as assigned.

What we're looking for:

Doctoral and professional students at any stage, from all departments, programs, and disciplines, are invited to apply. Required qualifications:

- Excellent judgment, professionalism, and project management skills;
- Exceptional oral and written communication skills;
- Skilled in multicultural competencies, with experience working with diverse groups of students, faculty, alumni, and/or staff;
- Some experience with professional and career development resources available to grad students. (You've attended campus workshops, used online resources, or participated in departmental professional development events.)
- The ideal candidate will also have experience in one or more of the following: individual coaching; facilitating meetings or workshops; event planning; project management; writing for broad audiences; survey administration; data analysis; graphic design, web design, email newsletters, or videography.

Given our current programmatic needs, we particularly encourage applications from those who have expertise in, or personal experience with:

- (1) The professional development needs of students from historically underrepresented, first-generation, or other diverse backgrounds;
- (2) The professional development needs of students in humanities or social science Ph.D. programs;
- (3) The professional development needs of students in professional Master's programs; and/or
- (4) Public speaking and research communication.

How to join us:

To apply, please email a cover letter and a CV or résumé by Sunday, August 18, 2019 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.