Internal Operations
Program Assistant
Fall 2019 Application

The Data Science Student Teams support the crucial functions of the Division of Data Sciences. The Internal Operations Team specifically works on a variety of things such as developing the branding and marketing platform of the organization, managing the initiatives that draw all of our student programs together, and creating and maintaining a sense of data science community amongst the broader campus community. The Program Assistant will learn the ins-and-outs of a rapidly growing academic organization by:

- Collaborating with Division staff in event planning and coordination
- Submitting and filing financial reimbursements for the Division staff and faculty
- Creating flyers, promotional materials, and name badges for events
- Assisting the Division staff with catering needs
- Ensuring the organization and functionality of the Division office
- Assisting with special projects and other teams (occasionally)

Position Details
- Note: This position is paid.
- Minimum 5 hours weekly commitment, flexible up to 10 hours weekly.
- Bonus: Available to start ASAP or has a flexible start date.

Qualifications
Here are a few of the qualifications that we are looking for in an ideal candidate:

- Able to work collaboratively and also independently
- Ability to maintain confidentiality, discretion, and objectivity in all matters
- Ability to relate effectively with groups and individuals from diverse backgrounds
- Effective in managing and organizing processes
- Excellent interpersonal and communication skills
- Ability to handle a flexible schedule as much of the workload can fluctuate week to week

Apply here. If you have any questions about the application, please email ds-teams@berkeley.edu.