Data Science Education Program
External Pedagogy Team - Operations Intern
Spring 2020 Application

The External Pedagogy - Global Adoption team is looking for interns to help with its efforts in orchestrating national data science education growth. As a pioneer in undergraduate data science education, UC Berkeley is looking to help grow a community of practice in data science pedagogy and infrastructure around the world. In order to streamline this new growth, we are creating a national community of practice for institutions to work with and learn from each other. Every year during the summer, the Division of Data Sciences hosts a workshop on Data Science Education in which we invite professors from around the world to attend. Last year, more than 60 institutions from high schools to international universities attended the workshop, and this year we expect attendance to further increase.

Responsibilities
● Assist with planning, organizing, implementation of the summer National Workshop on Data Science Education.
● Support all aspects of pre- and post-event planning, identifying and helping to secure event locations, accommodations, parking/transportation, catering and other vendors.
● Coordinate with attendees about attendance and travel/funding logistics

Position Details
● This position is paid
● 8 - 10 hours weekly commitment

Qualifications
● Availability to continue working part-time in person over the summer
● Interested in data science and growing data science education (inter)nationally
● Good written and interpersonal communication skills
● Great attention to detail

Bonuses
● Prior experience in operations, logistics, project management, or event planning
● Prior experience in marketing and/or communications
● Have taken or are currently taking Data 8/Data 8X

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