Internal Operations
Strategic Operations - Program Assistant
Spring 2020 Application

The Data Science Student Teams support the crucial functions of the Division of Data Sciences. The Strategic Operations Team specifically works on new mission critical projects, logistical support for staff and events, and assists in strategic planning. The Program Assistant will learn the ins-and-outs of a rapidly growing academic organization by:

- **Special Projects**: Assisting with special projects that are beyond the scope or capabilities of existing staff teams. These include basic research, analysis and web development.
- **Strategic Planning**: Work with faculty, staff, and student teams to layout and prioritize short, medium, and long term tasks and goals.
- **Logistics**: Collaborating with Division staff and other student teams in event planning, on-site management and post-event reconciliation. Processing financial transactions for the Division staff, faculty and vendors

**Position Details**
- **Note**: This position is paid.
- **Minimum** 6 hours weekly commitment, flexible up to 15 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 gather information and intelligence under tight deadlines
- Able to work collaboratively and also independently on multiple objectives
- Ability to maintain confidentiality, discretion, and objectivity in all matters
- Effective in managing and organizing processes
- Excellent interpersonal, project management, and communication skills
- Ability to handle a flexible schedule due to fluctuating workloads

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