UNIVERSITY OF CALIFORNIA, BERKELEY
Student job description (2016)

Payroll title: Student Assistant III
Working title: Undergraduate Assistant Coordinator to GSI for the embARC Program
Department: College of Environmental Design (CED)
Supervisor: Kimberly Suczynski-Smith
Hourly rate: $18.00
Work hours: 20 hrs./per week in Summer 2016
Positions: 1
Start date: mid-June

APPLICATION DEADLINE: April 1, 2016
Interviews begin: mid April 2016 with the ability to start mid-June.

OVERVIEW
embARC is an intensive four-week (July 5-29, 2016) summer design and planning course for high school students held at the College of Environmental Design (CED). The program allows students to explore the fields of environmental design and city planning while experiencing the culture of the design/planning studio. This position assists the GSI in leading/teaching the Sustainable Planning Workshop. In this studio, students will engage as genuine stakeholders and participants in community change processes by developing solutions to an authentic urban planning question. The studio will take students on inspiring visits to sites that are models of sustainable urban development to gain a better understanding of the story of "place" and community building. Additional guest speakers will share evolving ideas for helping cities and regions create attractive, healthy and sustainable communities for all.

RESPONSIBILITIES
1. Assist the Graduate Student Instructor (GSI) with planning and coordinating academic, leadership and professional development of class and field trips.
2. Assist with room preparation, program planning, communication, announcements and any other logistical issues that may arise.
3. Assist with the instruction of course materials and assignments with in the studio.
4. Assist with tracking the students’ progress within the course.

Qualifications:
- Strong interpersonal and communication skills;
- Ability to work with diverse groups in a professional manner;
- Leadership experience as a mentor, teacher or camp instructor.
- Strong experience in design representation and studio courses.
- Experience drafting and sketching by hand.

To Apply:

Please email the following as a single document to embarc@berkeley.edu

- cover letter
- resume
- portfolio
- one reference letter