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 in mid-April 2016

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 Architecture & Urban Design Studio. Students will experience what it is like to work on their own design projects in a studio environment. With a locally-based project, students will have the opportunity to make first-hand observations of the area through numerous guided site visits, which will help inform the individual design proposals for the city.

Instruction in freehand sketching, drafting, model-building, digital representation and sustainable building practices will teach students how to think and communicate two and three-dimensional design ideas. The studio will culminate in a final design review, where students will exhibit, present and discuss their work with CED faculty, graduate students and alumni.

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