Gates Foundation Predoctoral Fellows
Program Analyst
Underrepresented Researchers of Color Program (UROC)
Office of Undergraduate Research and Scholarships, UC Berkeley

Pay:
$29.05 per hour, does not include fee remission

Hours:
20% position (Graduate Student Researcher V). We anticipate roughly 8 hours a week during the duration of the project; this will fluctuate from week to week according to the individual’s schedule and program needs.

Term:
Position Start Date: 1/10/2022
Position End Date: 11/15/2022

Overview:
The Office of Undergraduate Research and Scholarships (OURS) is seeking two Predoctoral Fellows: 1) a Program Analyst and 2) an Interdisciplinary Social Science Mentor for the Underrepresented Researchers of Color (UROC) program. As part of an initiative funded by the Gates Foundation, the two Predoctoral Fellows will work collaboratively and in close coordination with the student leaders of UROC and the director of OURS (the PI) on a project designed to help UROC build capacity, broaden outreach, undertake qualitative assessments of its programs, and compile data to shape and sustain its future growth. This posting describes the Predoctoral Program Analyst position; for the Interdisciplinary Predoctoral Social Science Mentor, please see the other posting. Qualified candidates may state their desire to be considered for either one or both positions. Applicants must have a research specialization that aligns with one or more of the Gates Foundations funding priorities in global health, global development, global advocacy and policy, gender equity, economic mobility and opportunity, and educational pathways in the United States

Background:
UROC is a student-run, peer mentoring program that serves as a pipeline to increase representation of marginalized and under-served students in research programs at UC Berkeley. Through its community-building initiatives, UROC works to boost the visibility, participation, engagement, and presence of underrepresented and systems-impacted students in research programs across campus and in research-focused graduate programs. In addition to offering peer advising, UROC organizes workshops, panels, and seminars that aim to demystify the research process, strengthen faculty and alumni mentorship, expand recruitment and retention of underrepresented students in research programs, and empower students with the knowledge to parlay their research experiences into careers within and beyond the academy.
**Job Description:**
The Program Analyst will be primarily responsible for developing programming for the spring and summer 2022. Consisting of workshops, seminars, and panel discussions, the programming will have three objectives: 1) to deepen UROC partnerships within and beyond campus, 2) to feature innovative thinking about expanding educational and professional pathways for underrepresented and systems-impacted students, and 3) to define a set of best practices for mentoring and elevating students of color in research programs nationally. Together with the Interdisciplinary Social Science Mentor, the Program Analyst will also contribute to a peer-advising toolkit, one of the principal deliverables of the research project, and undertake a qualitative assessment of UROC’s impacts.

The ideal candidate will have completed their qualifying exams and advanced to candidacy. Candidates should also have a track-record of advocating for underrepresented students, a passion for critical discourse in higher education, and interests in best practices in mentorship. Underrepresented, low-income, and first-gen graduate students are especially encouraged to apply.

**Duties:**
- Plan events and workshops to facilitate community building and collaboration
- Identify and enlist key campus stakeholders who are working to uplift underrepresented, low-income, first-generation, and systems-impacted students
- Design and implement program assessments, including surveys and evaluations
- Research mentoring toolkits and current literature on peer-advising best-practices
- Summarize research findings and program assessments in written reports

**Desired Qualifications:**
- experience planning and organizing events
- experience mentoring or advising underrepresented and systems-impacted students
- experience in program administration, assessment, and evaluation
- research experience in higher education
- knowledge of standard and best practices in mentorship
- knowledge of high-impact practices in education
- excellent analytical abilities and communication skills

**Required Qualifications:**
- enrolled in a doctoral program at UC Berkeley
- Research specialization that aligns with one or more of the Gates Foundations funding priorities in global health, global development, global advocacy and policy, gender equity, economic mobility and opportunity, and educational pathways in the United States

**Appointment:**
This position does not include student fee remission. Graduate students who will already have a 50% GSI or GSR position during the spring and fall 2022 terms will need to obtain a waiver from their department to be eligible for 70% employment on campus. The position requires a campus
background check. Before starting the position, the finalist will have to agree to the intellectual property term of the Gates Foundation.

**Deadline:**
Review of applications will begin on January 5, 2022. The position will remain open until filled.

**Application:**
Please email a cover letter, outlining your interests and qualifications, and a CV to:
Dr. Jessica Stevenson Stewart
Director, Office of Undergraduate Research and Scholarships
UC Berkeley
jsart@berkeley.edu
Gates Foundation Predoctoral Fellows
Interdisciplinary Social Science Mentor
Underrepresented Researchers of Color Program (UROC)
Office of Undergraduate Research and Scholarships, UC Berkeley

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Job Description:
The Interdisciplinary Social Science Mentor will work primarily as a mentor within the Summer Undergraduate Research Fellowship (SURF) Program, advising approximately 30 undergraduates conducting faculty-sponsored research projects in social and behavioral science disciplines over the summer months. Included within the 30 SURF fellows are a cohort of eight UROC-Gates Foundation SURF fellows—underrepresented students who are undertaking research within the fields of global health, global development, global advocacy and policy, gender equity, economic mobility and opportunity, or educational pathways in the United States. Offering broad expertise in social science methods, the Predoctoral Fellow will be responsible for advising applicants to the SURF program in the spring and then mentoring students admitted to the program during the summer months. The Interdisciplinary Social Science Mentor will contribute importantly to the development of a best practices toolkit for mentoring and elevating students of color in research programs, drawing on their experiences advising students in the SURF program. The Interdisciplinary Social Science Mentor will also provide advising support to undergraduates in the UROC program.

The ideal candidate will have completed their qualifying exams and advanced to candidacy. Candidates should have both a track-record of working with underrepresented students and established interests in mentoring undergraduate research. Underrepresented, low-income, and first-gen graduate students are especially encouraged to apply.

Duties:
● Advise undergraduates in social science disciplines who are either affiliated with UROC or applying for the SURF program or both
● Support recruitment of SURF applicants from across campus
● Answer emails from prospective applicants about eligibility and more
● Hold office hours to help applicants clarify their research questions and develop a research proposal and timeline
● Direct applicants to faculty who might serve as project sponsors
● Assist in the process of evaluating applications
● Advise students whose research entails human-subjects research through the process of developing research protocols, so that they will receive approval from the Committee for the Protection of Human Subjects before summer
● Help students in a broad range of social and behavioral science disciplines prepare for and launch their summer projects
● Offer workshops and skills-related trainings that are geared toward underrepresented, low-income, first-generation, and systems-impacted students
● Research standard and best practices and peer mentoring and present these finding with the context of UROC workshops
● Summarize research findings and program assessments in written reports

Desired Qualifications:
● Experience with human-subjects research and knowledge of the working processes of the Committee for the Protection of Human Subject (CPHS)
● experience advising, mentoring, and teaching undergraduates
• experience working with underrepresented and systems-impacted students
• knowledge of standard and best practices in mentorship
• knowledge of high-impact practices in education
• knowledge of multidisciplinary methods in the social sciences and sciences
• a collaborative work ethic

**Required Qualifications**

• enrolled in a doctoral program at UC Berkeley
• Research specialization that aligns with one or more of the [Gates Foundations](https://www.gatesfoundation.org) funding priorities in global health, global development, global advocacy and policy, gender equity, economic mobility and opportunity, and educational pathways in the United States

**Appointment:**

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