

Student Leadership Coordinator

Jan 2025 - May 2025

\$23.00/hr

This position provides an excellent learning opportunity for students who may be new to working within an IT setting. We provide extensive training for all new staff around technical concepts, troubleshooting strategies, and customer service skills they will need in the position. We encourage applicants who may have limited IT experience, but who are eager to grow, to apply.

Apply at tinyurl.com/hire-me-sts

Applications Closed

Please be advised that we place great emphasis on the cover letter you submit in our decision of who to advance to the interview stage of our selection process. Please closely consider [these guidelines](#) before submitting your cover letter.

POSITION OVERVIEW

Every semester, Student Affairs IT/Student Tech Services employs 10-12 student team leads, who each supervise student teams within SAIT across technical and non-technical roles. The Student Leadership Coordinator (SLC) creates a supportive environment for leadership growth and development, primarily through design and facilitation of a leadership community of practice and individual consultation with student team leads.

TERMS OF EMPLOYMENT

1. Must be a currently enrolled UC Berkeley student with a minimum GPA of 2.0.
2. Period of employment begins in Jan 2025 and runs through May 2025, with possibility of renewal.
3. **Position requires both in-person/on-campus work and remote work.**
4. Must be available to work:
 - **Academic Year:** 6-8 hours/week with several peak periods of up to 20 hours/week
 - **Summer:** 6-8 hours/week, with up to 2 weeks off with advance supervisor approval
 - Two evenings a month during the academic year (for leads meetings)
 - Returning to campus 3-7 days prior to the start of each semester may be required
5. Must attend the following:
 - New Leads Orientation
 - New Student Employee Orientation
 - Student leadership meetings twice a month
6. Continued employment is contingent upon satisfactory job performance evaluation by supervisor(s)
7. Offer is contingent upon successful clearance of:
 - Misconduct disclosure

JOB DUTIES

Coordinate student leadership and professional development activities (80%)

- Facilitate and coordinate student leadership community of practice meetings. Topics may include:
 - Leadership styles
 - Effective communication and conflict resolution
 - Peer supervision
 - Feedback and evaluations
 - Equity, inclusion and belonging practices
 - Project management
 - Hiring and interviewing processes
 - Annual review of STS Workplace Values

- Research and share resources and tools that may be useful for student leads to support their ongoing leadership growth
- Coordinate periodic student lead appreciation and recognition activities
- Develop agenda, coordinate presenter schedule and oversee all logistics for annual Fall Kick-off
- Work in partnership with the Student Technologies staff, the STS Supervisor team and the Student Leadership Team to assess and meet student leadership and professional development needs across the STS student workforce community

Provide peer-to-peer consultation to Student Leadership Team (10%)

- Meet with each student lead individually 1-2 times per semester to provide support and gather feedback
- Respond to informal requests for one-on-one consultation around team management and peer supervision questions
- Reach out to student leads who may be struggling with aspects of their position to provide support and resources
- Hold weekly office hours for student leads to informally discuss questions and concerns

Other duties as assigned may include (10%)

- Co-plan and co-facilitate New Student Lead Orientation at conclusion of spring, summer and fall hiring cycles
- Develop, promote and execute professional development workshops for all STS employees
- As needed, assist Business Services team with New Student Employee Orientation at conclusion of spring, summer and fall hiring cycles

INTERVIEW PROCESS

If your application is advanced to the interview phase, we will conduct a 40-50 minute interview to learn more about your personal and professional experiences. Most interviews consist of 8-10 questions that explore your transferable experience, your approach to handling challenging situations, and your thinking process when resolving technical issues. For some positions, you may be asked to complete a technical exercise, either in advance of or during your interview.

MISCONDUCT DISCLOSURE REQUIREMENT

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

“Misconduct” means any violation of the policies or laws governing conduct at the applicant’s previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC’s policies addressing some forms of misconduct:

- UC Sexual Violence and Sexual Harassment Policy
- UC Anti-Discrimination Policy
- Abusive Conduct in the Workplace

NAME	SIGNATURE	DATE
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PHYSICAL / ENVIRONMENTAL / MENTAL DEMANDS FORMS (PEM)

This form is intended to assist departments in determining the demands of positions and in recognizing any accommodations which may be necessary per the provisions of the Americans with Disabilities Act (ADA) of 1990.

Job Title: Student Leadership Coordinator

Department: Student Affairs IT

PHYSICAL DEMANDS (WITHOUT ACCOMMODATIONS)

	HOURS AT ONE TIME				
	0	< 0.5	0.5-1	1-2	2-4
Sitting				x	
Walking		x			
Standing		x			
Bending neck		x			
Twisting neck		x			
Bending waist (forward or sideways)		x			
Twisting waist		x			
Squatting (crouch or sit on one's heels)		x			
Climbing	x				
Kneeling	x				
Crawling	x				
Repetitive* movement: <i>Hand</i>				x	
○ Simple grasping <u> x </u> 1 hand <u> </u> both		x			
○ Power grasping <u> </u> 1 hand <u> </u> both	x				
○ Fine manipulation <u> x </u> 1 hand <u> </u> both		x			
○ Pushing/pulling <u> </u> 1 hand <u> </u> both	x				
Reach above shoulder height		x			
Reach below shoulder height		x			
Move items weighing up to 10 lbs		x			
Move items weighing 11-25 lbs		x			
Move items weighing 26-50 lbs		x			
Move items weighing 51-75 lbs	x				
Move items weighing 76-100 lbs	x				
Move items weighing over 100 lbs	x				
Driving		x			
Repetitive* movement: <i>Foot</i>	x				

TOTAL HOURS PER DAY				
< 1	1-2	2-4	4-6	6-8
		x		
x				
x				
x				
x				
x				
x				
x				
		x		
x				
x				
x				
x				
x				
x				
x				
x				
x				
x				

*constant for at least 15 minutes

ENVIRONMENTAL DEMANDS (CHECK ALL THAT APPLY)

- ☐ A. Extreme cold (below 32°) source: _____
- ☐ B. Extreme heat (above 100°) source: _____
- ☐ C. Noise (need to shout in order to be heard) source: _____
- ☐ D. Vibration (exposure to oscillating movements of the source: _____
extremities or whole body)
- ☐ E. Exposure to dust/gas/fumes/steam/chemicals source: _____
- ☐ F. Work outdoors (no effective protection from weather)
- ☐ G. Walking on uneven ground (gravel, rocks, mounds)
- ☐ H. Work at heights (such as on scaffolding or ladders)
- ☐ I. Working around moving machinery (fork-lifts, tractors, mowers)
- ☐ J. Protective Equipment Required (respirator, mask, earplugs, gloves, eyewear, etc.):
- ☐ K. Potential exposure to infectious diseases
- ☐ L. Other _____
- ☒ M. NONE (not substantially exposed to adverse environmental conditions)

MENTAL DEMANDS

In each category below are examples of possible demands for a job's essential functions. The scale is by degree of complexity, not the frequency of the task:

	LEAST COMPLEX			MOST COMPLEX		
A. Comprehend and follow instructions	1	2	3	4	5	Ex: Works with little need for guidance or reliance on oral or written instructions
Ex: Must understand and follow a set of clear oral and/or written procedures without deviation						
B. Perform assigned tasks	1	2	3	4	5	Ex: Performs a wide range of tasks as dictated by variable demands and changing conditions
Ex: Performs repetitive routine tasks						
C. Maintain an appropriate work pace	1	2	3	4	5	Ex: Is free to plan work assignments and schedule to meet long-term goals and objectives
Ex: Must adhere to a provided work schedule to meet a set of qualitative production standards						
D. Perform complex or varied tasks	1	2	3	4	5	Ex: Performs a wide range of complex tasks with little predictability as to their occurrence
Ex: Performs simple tasks that vary little from day to day						
E. Relate to others	1	2	3	4	5	Ex: Relates sensitive information to diverse groups
Ex: Has little interaction with co-workers						
F. Influence people	1	2	3	4	5	Ex: Must work with diverse groups to obtain consensus on complex issues
Ex: Does not need to obtain cooperation from co-workers to accomplish assigned tasks						
G. Make decisions	1	2	3	4	5	Ex: Must independently apply abstract principles to solve complex conceptual issues
Ex: Implements others' decisions / procedures with little judgment required						
H. Direct, control and plan	1	2	3	4	5	Ex: Must independently manage a large group performing varied tasks
Ex: Does not manage or supervise projects or staff						
I. Interact with public / co-workers in written form	1	2	3	4	5	Ex: Must write letters to explain complex issues or persuade campus administrators, faculty, staff, students and/or the general public
Ex: May write simple memos to coworkers						
J. In-Person Communication	1	2	3	4	5	Ex: Persuade or explain complex issues in person or by phone
Ex: Must relay simple information in person						

NAME**SIGNATURE****DATE**