

Disability Cultural Community Center Program Assistant for 2026 - 2027

Employee Full Name: _____

Interested in Applying?

Applicants must be current Berkeley students. Please submit resume, SID, and a cover letter (2-3 paragraphs describing your interest) to the Disability Cultural Community Center (DCC) job application form after reviewing the below full job description for the role. Direct any questions to the DCC at disabilityculture@berkeley.edu.

Working Title: Disability Cultural Community Center Program Assistant
Payroll Title/Code: Student Assistant 2 /
Hourly Salary: \$19.61 / hour
Desired Hours: Mon - Fri, 8 - 15 hr/week
Position Number: TBD
Start/End Date: August 19, 2026 thru May 15, 2027
Appointment: 25%, variable, casual-restricted appointment, at-will
Benefits Eligibility: BELI 5 / No benefits / Eligible for Work study
Location: Disability Cultural Community Center (DCC) Hearst Field Annex D-25
Supervisor: Carmen Varela, DSP Executive Director,
carmenvarela@berkeley.edu
Worksite Leader: Ann Wai-Yee Kwong, DCC Center Coordinator,
awkwong@berkeley.edu
Rachel Marks, DCC Co-Coordinator
rmarks@berkeley.edu

Organizational Overview:

The Disabled Students' Program is recognized for its commitment to ensuring that all students with disabilities have equal access to educational opportunities at UC Berkeley and help students to achieve academic and personal success through its programs. DSP offers a wide range of services for students with disabilities. These services are individually designed and based on the specific needs of each student.

Description of Duties:

The Disabled Students' Program (DSP) provides UC Berkeley disabled students with a wide variety of services which include the Disability Cultural Community (DCC) Center. The DCC Center seeks to create and provide a safe and social space for the Cal disability community to build authentic connections and support one another. The space

is designed by, for, and with the disability community to serve as a platform to advocate, educate, and collaborate among the UC Berkeley's disability community. We are committed to advancing and empowering both the community on campus and beyond through practices rooted in disability justice and joy so persons with disabilities can fully learn, work, thrive, and live with dignity.

We are seeking multiple reliable and enthusiastic Student Program Assistants to support event planning, and day-to-day operations of the space. All daily tasks and instructions will be assigned and monitored by the DCC Center Coordinator and/or DCC Lead Student Staff, who will be the day-to-day operations and task leaders. Applicants must have at least two semesters remaining at Cal and commit to an appointment through Spring.

The DCC Program Assistants are a part of a team. We anticipate that each individual will have and bring their own interests, experiences, and strengths, and may naturally gravitate towards a particular type of tasks or topics. To work collectively, each individual must actively contribute their ideas and perspectives and support the work of their fellow collective members.

Essential Job Functions:

- Support in the planning and implementation of DCC events and activities including booking presenters, story tellers, artists, semesterly welcome events, awareness days, etc.
- Staffing the physical DCC center space by creating a safe and welcoming environment including greeting guests, maintaining the day-to-day organization and sanitation of common areas, event set-up and take-down, etc.
- When appropriate and to support the mission of the DCC, lead, plan, implement, and evaluate disability related programs and events to foster inclusive excellence and belonging.
- Collaboratively work to engage in outreach including connecting with student organizations, departments, community members, and audiences on social media.
- Co-develop marketing materials (brochures) and create engaging event announcements including image descriptions and captions.
- Supporting the DCC Coordinators by assisting with event set-up and take-down when requested.
- Maintain and update records including shift logs, a timely and accurate timesheet via CalTime, and actively communicate with worksite lead, supervisor, and guests.
- Answer phones and/or in-person inquiries as needed, and perform other duties as assigned.
- There may be additional duties assigned upon hiring.

Required Qualifications:

- Able to accurately follow directions, be self-motivated, work independently, and be a member of a team.
- Must be detail oriented, well organized, able to prioritize tasks, and work effectively in a distracting environment and maintain student record confidentiality and privacy at all times.
- Effective interpersonal, oral, and written communication skills are essential. Must be able to function in either a PC or Mac environment.
- Interest in exploring and examining current trends, events, presenters, influencers, change makers, local, national and international in the areas of disability advocacy, rights, studies, and justice.
- Experience working with Google apps suite, excel, virtual meeting environments including Zoom, various social media platforms, and/or familiarity with other database applications is a plus.
- Be prepared to work in person during DCC open hours with some occasional added shifts (evenings or weekends) to support special events.
- Invested in developing an inclusive community in which folks challenge each other to grow, participating in mutual/community support, holding one another accountable through reflection, dialogue and action.
- Can manage conflict with mature and thoughtful conversation (active listening), and engage across differences.
- Availability to work for minimal 2-hour block shifts up to 15 hours per week plus attend team meetings are essential. Summer availability a plus; position may be filled by one or multiple students.
- Must complete FERPA Training and successfully pass a criminal background check, if required.

Disabled Students' Program (STDT 2) Terms of Employment

1. The period of employment for this position is for the 2026 - 2027 Academic Year and will begin after you complete your onboarding with Human Resources and continue through the end of Spring semester with a possibility of extension (if needed and approved).
2. Employment with the Disabled Students' Program is subject to the applicant's ability to provide appropriate documentation and sign necessary papers for employment in conformance with state laws and University regulations.
3. This position is a casual-restricted appointment, which is an at-will appointment. This means that either party, with or without cause, can terminate your employment at any time.
4. Casual-Restricted (student) employment is covered under Professional policies for Staff members (PPSM). PPSM policy can be reviewed at http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/personnel_policies/index.html.
5. The student employee will notify supervisor or designee in advance of any changes to schedule, and as soon as these changes become known.

6. It is a requirement that anyone in this position work in a safe and responsible manner while not putting him/herself or others at risk. This includes complying with applicable guidelines and regulations, observing warning signs and safety precautions; learning about potential hazards; and reporting unsafe conditions.

7. All (student) employees must abide by all UC and departmental policies and procedures and clock in and out every day using the University's electronic timesheet system, CalTime, <https://caltime.berkeley.edu/>.

CERTIFICATE OF EMPLOYEE: *I certify that the foregoing information is correct and complete and describes my job, as I understand it.*

Employee Name/Signature: _____ Date: _____

Supervisor Name/Signature: _____ Date: _____