



Staff Fellowship Program

Supporting career mobility within the campus community

Berkeley People & Culture

Staff Fellowship Project Title: Career Services Fellow

Project Sponsors:

- Rebecca Andersen, Director of Career Services & Alumni Relations, rande@berkeley.edu
- Laurie Haskell-Woerner, Senior Career Advisor, lhaskellwoerner@ischool.berkeley.edu

Application Deadline: 3/31/2021

Project Overview:

Share a bit about the purpose, scope, examples of work and department in which the staff fellow will participate:

Purpose: To provide career services support for the Master of Information & Data Science (MIDS) Graduate degree program within the School of Information (I School). The fellow will be working alongside the Director of Career Services and the Senior Career Advisor for the MIDS program.

This opportunity will provide insight into the career services/coaching profession, an opportunity to work and gain experience with UC Berkeley graduate students, and an opportunity to learn a skill set that is useful in the career development, talent acquisition or recruiting fields.

Scope: This fellowship will include learning and implementing best practices for resume reviews, LinkedIn profile reviews, group coaching sessions for students, and webinar and/or career resource development.

Department: I School Career Services serves graduate students enrolled in the I School's professional master's degree programs. The MIDS program is a remote, online professional master's program in data science. Students in this program are generally working professionals attending from all over the globe.

What is the timeframe of this project (including start date, end date, approx. time commitment and schedule)?

Proposed timeframe: All timeframes are flexible based on schedule and availability of selected Staff Fellow. This fellowship will begin early to mid-April, and will end mid-July (exact timing to be

determined at the start of the project). Time commitment: Around 2 hours per week, or 4 hours every other week; there is flexibility with this schedule to be customized based on the Staff Fellow's schedule; check-in meetings will be held bi-weekly via Zoom and on-going communications on project questions, review, updates, etc., as needed via email, chat, and shared documents. Work and meetings will all currently be remote.

What are 1-3 outcomes you hope to accomplish during the timeframe of this project?

1. Learn best practices for resumes and LinkedIn profiles and assist with student resume & LinkedIn profile reviews, providing direct feedback to students.
2. Attend virtual group career coaching sessions with graduate students and the career services team.
3. If interest and time allow, create and deliver a new webinar for students, new resource 'tip sheet', or medium article for the School of Information social media publication.

What are some of the responsibilities and activities that the staff fellow will perform in this project?

1. Learn and discuss best practices in resumes and LinkedIn profiles with the career services team. Review past resume and LinkedIn profile reviews, learning how to provide accurate and helpful feedback.
2. Review student-submitted resumes and LinkedIn profiles and provide written feedback via email, with assistance from the career services team.
3. Attend group coaching sessions, debriefing afterward with the career services team. Contribute to the session as desired.
4. If time and interest allows, work with the career services team to create a new resource for students around LinkedIn and/or resume best practices. This could include developing and delivering a new webinar, creating a resource 'tip sheet', medium article, or other resource. This will be shared with students and author credit given to the staff fellow.

Supplemental information relating to the project:

I School: <https://www.ischool.berkeley.edu/>

MIDS program info: <https://ischoolonline.berkeley.edu/data-science/>