ASUC SENATOR SHAH

Ruchi Shah, ASUC Senator 2020-2021
Application link: tinyurl.com/asucshahapply2020

Introduction

Hello! Thank you for your interest in joining the office—we are so excited to get to work!

Our campaign focused on three large platforms each with smaller tangible goals. Thus, we've broken down the office to three broad sectors, each with its own departments developed around a specific objective:



South Asian Resources & Representation
South Asian Community Development Department
South Asian Community Support Department
South Asian Community Stigmas Department



Tech/Engineering Community and Collaboration
Tech/Engineering Advocacy & Unity Department
Tech/Engineering SVSH & Accessibility Department



Career Support & Resources
Career Enhancement Department
Internship Referral Program Department

Below you can find positions that we're offering at this time—we welcome all incoming freshmen, transfers, and students inexperienced in the ASUC. All we hope for is your dedication & intent to improve our communities and campus.

- ☆ Time commitment:
  - **3-5 hours a week** [including weekly meetings].
- ☆ Meetings:
  - **Weekly all-staffs & department director check-ins** led by the Chiefs of Staff to ensure active transparency & communication within the office.
  - **Weekly department meetings** led by Directors to work on projects as a team.
- ☆ Experience Levels:
  - **Directors** will be expected to take initiative on their own in terms of scheduling internal department meetings, booking venues, outreaching to external resources

for implementing events, maintaining progress reports, leading & implementing assigned department projects, adding/expanding current ideas, and actively checking in w/ chiefs.
    - **Associates** will be expected to individually spearhead their projects to completion based on the timeline—directors & chiefs will be available for questions, but please ensure you're familiar with the work you sign up for! Associates will also be paired with interns and guide them as mentors.
    - **Interns** will be expected to commit the necessary time to assist their Associates & Directors with implementing projects & events, but ***NO EXPERIENCE*** is required.
- ☆ Graphics Designers will be responsible for creating graphics and other promotional materials. **No formal experience is required**, but applicants will be asked to upload a sample graphic in the application.
- ☆ Hybrid Semester: The fall semester is partially ***virtual***; however, as an ASUC office we will be continuing to function to support students at Cal. We've also worked to carefully re-envision every idea & program to be continued remotely. You do not have to be on campus in order to be a part of the office as all meetings & events will be virtual.

The priority deadline to apply is Thursday, August 6th at 11:59pm and the final deadline is Friday, August 28th at 11:59pm if positions are still open. We look forward to working with you to accomplish all of our goals & more.

With Love,
Ruchi Shah, ASUC Senator | rshah@asuc.org
Aditya Varma, Chief of Staff | adityavarma@berkeley.edu
Aditi Raja, Chief of Staff | aditiraja@berkeley.edu

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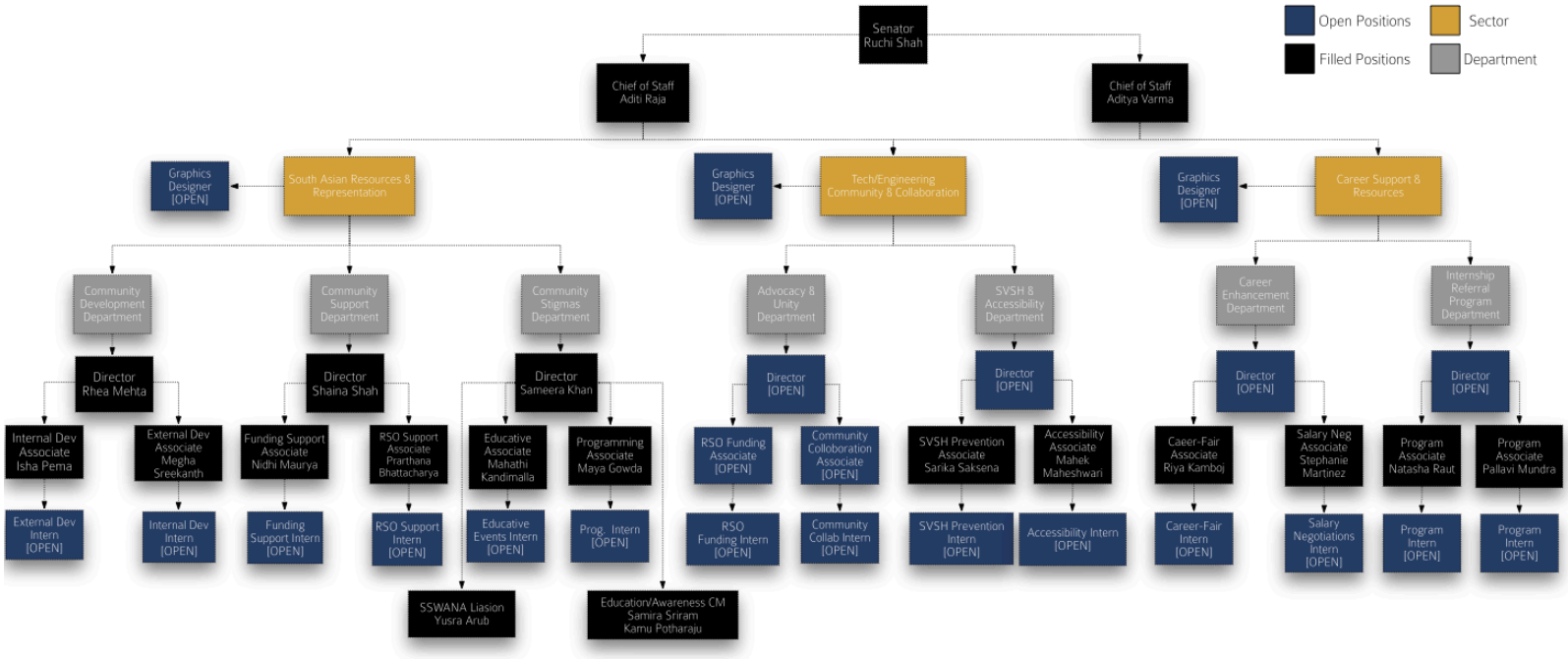
Office Organization Structure



Link to Full Size Office Organization Structure

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Positions Overview

South Asian Resources & Representation Departments (19)

Community Development Department (5)

- Department Director - Rhea Mehta
- Internal Development Associate - Isha Pema
- Internal Development Intern (1) - OPEN
- External Development Associate - Megha Sreekanth
- External Development Intern (1) - OPEN

Community Support Department (5)

- Department Director - Shaina Shah
- Funding Support Associate - Nidhi Maurya
- Funding Support Intern (1) - OPEN
- RSO Support Associate - Prarthana Bhattacharya
- RSO Support Intern (1) - OPEN

Community Stigmas Department (8)

- Department Director - Sameera Khan
- Stigmas Programming Associate - Maya Gowda
- Stigmas Programming Intern (1) - OPEN
- Stigmas Educative Events Associate - Mahathi Kandimalla
- Stigmas Educative Events (1) - OPEN
- SSWANA Liaison - Yusra Arub
- Education/Awareness Campaign Manager - Samira Sriram & Kamu Potharaju

- South Asian Graphics Designer (1) - OPEN

Tech/Engineering Community & Collaboration Departments (11)

Advocacy & Unity Department (5)

- Department Director (1) - OPEN
- RSO Funding Associate (1) - OPEN
- RSO Funding Intern (1) - OPEN
- Community Collaboration Associate (1) - OPEN
- Community Collaboration Intern (1) - OPEN

SVSH & Accessibility Department (5)

- Department Director (1) - OPEN
- SVSH Prevention Associate - Sarika Saksena
- SVSH Prevention Intern (1) - OPEN
- Tech Accessibility Associate - Mahek Maheshwari
- Tech Accessibility Intern (1) - OPEN

- Tech & Engineering Graphics Designer (1) - OPEN

Career Support & Resources Departments (11)

Career Enhancement Department (5)

- Department Director (1) - OPEN
- Career Fair Associate - Riya Kamboj
- Career Fair Intern (1) - OPEN
- Salary Negotiations Associate - Stephanie Martinez
- Salary Negotiations Intern (1) - OPEN

Internship-Referral System Department (5)

- Department Director (1) - OPEN
- Program Associate - Pallavi Mundra
- Program Intern (1) - OPEN
- Program Associate - Natasha Raut
- Program Intern (1) - OPEN

- Career Support & Resources Graphics Designer (1) - OPEN

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Positions Descriptions

South Asian Resources & Representation Departments

Community Development Department (5)

Department Director - Rhea Mehta | rheamehta@berkeley.edu

- The South Asian Community Development Department Director will host weekly department meetings with the Internal/External Development Associates & Interns and will focus on ensuring an inclusive and representative voice for South Asian students. The director will overlook/supervise projects as described below, maintain a progress report, and communicate with chiefs at weekly department director check-ins. Listed below are just some ideas, directors can add on any other ideas they may have!

Internal Development Associate - Isha Pema | ipema@berkeley.edu

- Facilitate caucus meetings for South Asian Leadership
  - *caucus #1 [fall]:* establish communal goals & expectations
  - *caucus #2 [fall]:* discuss community improvements + org collaborations
  - *caucus #3 [spring]:* endorse/slate ASUC candidates as a community
  - *caucus #4 [spring]:* transition RSO leadership
- Host town halls to engage the South Asian community members
  - *townhall #1 [fall]:* focus on campus wide issues & introduce the office
  - *townhall #2 [spring]:* create a space for ASUC candidates to explain his/her platforms & receive the community endorsement
- Institutionalize the "South Asian Caucus" Constitution to reinstate the definition of a South Asian Identifying Organization *[fall]*
- Maintain records of org leaders' contacts & org meeting times *[summer/year-long]*
- Maintain Faces of South Asia + monthly newsletters *[year-long]*
- Assist with writing bills & resolutions *[year-long]*

Internal Development Intern (1) - OPEN

- Assist the Internal Development Associate with the goals listed above.

External Development Associate - Megha Sreekanth | meghas@berkeley.edu

- Pilot a South Asian Freshmen/Transfer Retention Program *[fall]*

- Develop a system where incoming South Asian freshmen/transfers can sign up with their interests and randomize groups of 5-10 every couple weeks of fall semester to allow for new students to connect with South Asian peers
  - if virtual - connect students for an hour a week via Zoom
  - if in-person - connect students for an hour a week over coffee or through lunch/dinner

➢ Pilot a South Asian Overnight Stay Program for New Admits *[year-long]*
- Research similar existing programs sponsored by other communities on campus, apply to available ASUC grants, and construct a two-day/one night program to provide a glimpse of Cal for 50-100 prospective students in April.

➢ Provide South Asian Academic Support *[year-long]*
- Host workshops that center on stress-relief and events for mental breaks during peak midterm season
- Book facilities, spaces, and rooms for South Asian students to study during RRR & Finals week
- Create a mentorship program/buddy system among South Asian upper-classmen and under-classmen based on majors or field of study

External Development Intern (1) - OPEN

➢ Assist the External Development Associate with the goals listed above.

Community Support Department (5)

Department Director - Shaina Shah | shainads@berkeley.edu

➢ The South Asian Community Support Department Director will host weekly department meetings with the Funding/RSO Support Associates & Interns and will focus on assisting South Asian organizations and students both financially and holistically. The director will overlook/supervise projects as described below, maintain a progress report, and communicate with chiefs at weekly department director check-ins. Listed below are just some ideas, directors can add on any other ideas they may have!

Funding Support Associate - Nidhi Maurya | nmaurya@berkeley.edu

➢ Facilitate grant/funding workshops for organizations
- *workshop #1 [fall]:* explain contingency funding & upcoming grant opportunities

- *workshop #2 [fall]:* guide org leaders to applying through the AAVP & Office of the President Multicultural Grants ~ within that one hour they'll have applied
- *workshop #3 [spring]:* assist with the ABSA application

➢ Create guides for reimbursements + booking halls *[fall]*
➢ Compile a list of available grant opportunities for orgs and transform them into easily readable pdfs/graphics *[fall]*
➢ Supplement students with Fiscal Opportunities through sharing scholarships + hosting financial literacy workshops with the Financial Wellness Commission *[year-long]*

Funding Support Intern (1) - OPEN
➢ Assist the Funding Support Associate with the goals listed above.

RSO Support Associate - Prarthana Bhattacharya | prarthanab@berkeley.edu
➢ Create a system to support smaller org events by setting up a volunteer system for the office staff to bolster attendance *[year-long]*
➢ Assist with the org recruitment process by creating a holistic webpage of all org recruitment details & hosting Desipalooza (the South Asian clubs fair) *[summer/fall]*
➢ Promote org events by compiling a summary of events in the community for a graphic to post on social media every week *[year-long]*
➢ Pilot SVSH Trainings for org leadership to ensure all clubs have welcoming environment and to mitigate sexual violence incidents within the community *[spring]*
➢ Create a database that would allow RSO's to share lockers, cages, and bookings of Pauley/Anna Head *[year-long]*

RSO Support Intern (1) - OPEN
➢ Assist the RSO Support Associate with the goals listed above.

Community Stigmas Department (8)

Department Director - Sameera Khan | sameerakhan@berkeley.edu
➢ The South Asian Community Stigmas Department Director will host weekly department meetings with the Programming/Educative Events Stigmas Associates & Interns and will focus on breaking many of the common stereotypes present within the community & implement events to begin conversations about under-emphasized topics. The director will overlook/supervise projects as described below, maintain a progress report, and

communicate with chiefs at weekly department director check-ins. Listed below are just some ideas, directors can add on any other ideas they may have!

Programming Stigmas Associate - Maya Gowda | mayangowda@berkeley.edu

- ➢ Plan & host the following events & loop in community orgs
  - Mental Health Seminars/Workshops with the Mental Health Commission *[fall]*
  - Immigrant Experience Poetry Showcase *[fall]*
  - Colorism Forum/Panel/Discussion *[spring]*
  - South Asian Awareness Week *[spring]*
  - any other event ideas

Programming Stigmas Intern (1) - OPEN

- ➢ Assist the Programming Stigmas Associate with the goals listed above.

Educative Events Stigmas Associate - Mahathi Kandimalla | mahathi15@berkeley.edu

- ➢ Plan & host the following events & loop in community orgs
  - Forums for Political Discussion *[fall]*
  - Political advocacy Teach-ins *[fall]*
  - Anti-blackness Workshop Series *[spring]*
  - Masala Monologues [*spring]*
  - any other event ideas

Educative Events Stigmas Intern (1) - OPEN

- ➢ Assist the Educative Events Stigmas Associate with the goals listed above.

SSWANA Liaison - Yusra Arub | yusraarub@berkeley.edu

- ➢ Join the ongoing conversations with MEMSSA and SSWANA coalitions about housing, graduation, and specialized counseling [*year-long]*
- ➢ Work towards increasing South Asian therapy access *[fall]*
- ➢ Pilot efforts to create a space on campus for South Asian students *[spring]*

Education/Awareness Campaign Manager - Samira Sriram & Kamu Potharaju | samirasriram@berkeley.edu & kpotharaju@berkeley.edu

- ➢ Special campaign created to combat anti-Blackness in the South Asian community & measures are taken from the office to educate community members on how to be anti-Racist.

South Asian Graphics Designer (1) - OPEN

- ➢ Create graphics as requested by directors & associates of any of the three South Asian departments—expect 2-3 graphics per week
- ➢ Choose one of the sub-department's to be a part of and assist with events/programming when graphics work isn't needed

Tech/Engineering Community & Collaboration Departments

Advocacy & Unity Department (5)

Department Director (1) - OPEN

- The Tech/Engineering Advocacy & Unity Department Director will host weekly department meetings with the RSO Funding/Community Collaboration Associates & Interns and will focus on making resources more transparent and unifying the community as a whole. The director will overlook/supervise projects as described below, maintain a progress report, and communicate with chiefs at weekly department director check-ins. Listed below are just some ideas, directors can add on any other ideas they may have!

RSO Funding Associate (1) - OPEN

- Host workshops to provide transparency of grant/funding opportunities *[fall]*
- Work with the Engineering Student Council to explore ways to ease reimbursements & finance management for engineering organizations *[spring]*
- Pilot a system to allow RSO's to share room bookings & unused funds *[year-long]*
- Guide organizations with applying to the Student Tech Fund and ABSA *[year-long]*
- Assist with Bills & Resolutions specific to tech/engineering student interests

RSO Funding Intern (1) - OPEN

- Assist the RSO Funding Associate with the goals listed above.

Community Collaboration Associate (1) - OPEN

- Host town halls with the Engineering Student Council to get feedback from students, create a community sphere for sensitive topics, and invite Admin to discuss academic issues *[year-long]*
- Create a page for club leadership to communicate for collaboration on events & a networking page for students interested in the field to share opportunities *[summer/fall]*
- Compile & publish timeline of weekly events from the community *[year-long]*

Community Collaboration Intern (1) - OPEN

- Assist the Community Collaboration Associate with the goals listed above.

SVSH & Accessibility Department (5)

Department Director (1) - OPEN

- The Tech/Engineering SVSH & Accessibility Department Director will host weekly department meetings with the SVSH Prevention/Tech Accessibility Associates & Interns and will focus on uplifting underrepresented students and organizations in the space. The director will overlook/supervise projects as described below, maintain a progress report, and communicate with chiefs at weekly department director check-ins. Listed below are just some ideas, directors can add on any other ideas they may have!

SVSH Prevention Associate - Sarika Saksena | sarikasaksena@berkeley.edu

- Organize workshops for SVSH training for engineering/tech RSO leaderships *[fall]*
- Create and mandate a safety officer position in organizations to maintain safe club environments *[fall]*
- Lead campaign(s) to shed light on svsh issues in the engineering/tech field *[spring]*

SVSH Prevention Intern (1) - OPEN

- Assist the SVSH Prevention Associate with the goals listed above.

Tech Accessibility Associate - Mahek Maheshwari | mahek.maheshwari@berkeley.edu

- Assist organizations with more diverse recruitment by connecting students that are typically underrepresented in the tech/engineering field with larger tech/engineering/stem/consulting clubs: womxn, latinx, Black students *[fall]*
- Lead campaign(s) to highlight and showcase underrepresented students in the engineering field *[spring]*
- Compile data of current statistics of students majoring in engineering or STEM related-fields *[fall]*
- Advocate to Cal Admissions and the Academic Senate about diversifying the admits specific to engineering majors *[year-long]*

Tech Accessibility Intern (1) - OPEN

- Assist the Tech Accessibility Associate with the goals listed above.

Tech & Engineering Graphics Designer (1) - OPEN

- Create graphics as requested by directors & associates of any of the two Tech & Engineering departments— expect 2-3 graphics per week

➢ Choose one of the sub-department's to be a part of and assist with events/programming when graphics work isn't needed

Career Support & Resources Departments

Career Enhancement Department (5)

Department Director (1) - OPEN

- The Career Enhancement Department Director will host weekly department meetings with the Career Fair/Salary Negotiations Associates & Interns and will focus on improving current resources that exist to bolster students' careers. The director will overlook/supervise projects as described below, maintain a progress report, and communicate with chiefs at weekly department director check-ins. Listed below are just some ideas, directors can add on any other ideas they may have!

Career Fair Associate - Riya Kamboj | riyu_2105@berkeley.edu

- Meet frequently with career center to re-envision ways to shorten lines for career fairs *[year-long]*
- Explore a potential reservation system to increase transparency of when the fair may be crowded and when not *[year-long]*
- Assist the Career Center with virtual career fairs, other modes of internship/job recruitment, and be a strong source of communication for the Career Center to the student body *[year-long]*

Career Fair Intern (1) - OPEN

- Assist the Career Fair Associate with the goals listed above.

Salary Negotiations Associate - Stephanie Martinez | stephanie_martinez@berkeley.edu

- Meet frequently with the career center to modify current surveys to be more specific by adding a few fields *[fall]*
- Formulate the results of this database and publicize it to students *[spring]*
- Continue to assist students through holding speaker series that focus on teaching students how to negotiate a better starting salary *[spring]*

Salary Negotiations Intern (1) - OPEN

- Assist the Salary Negotiations Associate with the goals listed above.

Internship-Referral System Department (5)

Department Director (1) - OPEN

- ➢ The Internship-Referral System Department Director will host weekly department meetings with the Program Associates & Interns and will focus on developing this program to allow for Cal Students to easily receive referrals for future internships. The director will overlook/supervise projects as described below, maintain a progress report, and communicate with chiefs at weekly department director check-ins. Listed below are just some ideas, directors can add on any other ideas they may have!

Program Associates - Natasha Raut & Pallavi Mundra | natasharaut@berkeley.edu & pallavi_mundra@berkeley.edu

- ➢ Find & contact Cal Alumni / recent graduated students that would be willing to coffee chat with students monthly & have the ability to give a referral *[summer]*
- ➢ Match any students that applies to the program with mentors based on what company the student is interested in interning for *[fall]*
- ➢ Ensure students have received referrals and assist Cal Alumni with writing a referral by creating a basic template *[spring]*

Program Interns (2) - OPEN

- ➢ Assist the Program Associate with the goals listed above.

Career Support & Resources Graphics Designer (1) - OPEN

- ➢ Create graphics as requested by directors & associates of any of the two Career Support & Resources departments— expect 2-3 graphics per week
- ➢ Choose one of the sub-department's to be a part of and assist with events/programming when graphics work isn't needed