UC Berkeley Discovery

Discovery Opportunities Database:
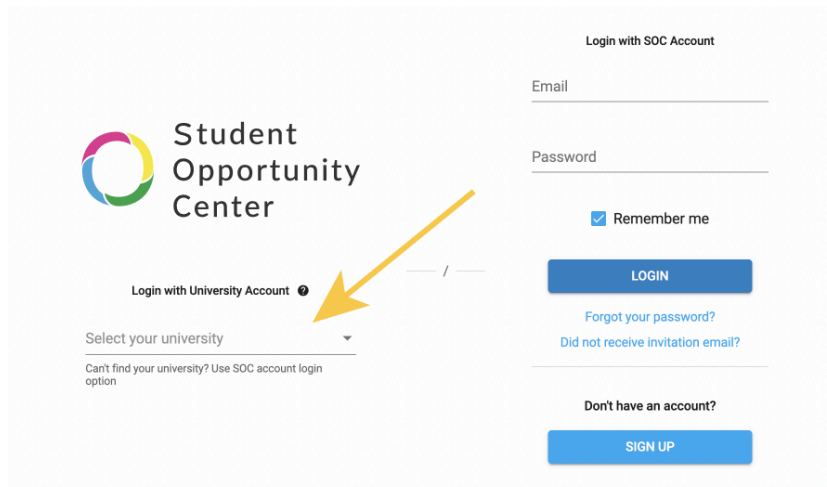
Adding/Editing Opportunities as UCB Staff/Faculty

The [Discovery Opportunities Database](#) is a centralized resource to list the hundreds of experiential learning opportunities across campus, including undergraduate research, scholarships, internships, and fellowships.

This document contains instructions on listing opportunities in the database. At the end, there are best practices, which were informed by UX research.

Step 1: Login (if you have a UCB email)

Note: If you're a community partner without a berkeley.edu email (e.g. UCSF, LBNL, etc.), please email discoverydatabase@berkeley.edu to be granted community user access and use [these alternative instructions](#).

- Visit https://app.studentopportunitycenter.com/

- Choose "Login with University Account"

- Select "UC Berkeley", from the dropdown menu & then click the "go" button

- A CalNet Authentication prompt opens; enter your CalNet ID and password

- In the first login, the page loads slowly; you'll also be asked to accept the terms of use

- You'll be taken to the administrative view of the Discovery Database landing page

Step 2: Check to see if the opportunity already exists in the database

- Use the left Navigation Bar menu and select "Opportunities." Choose "List Opportunities"
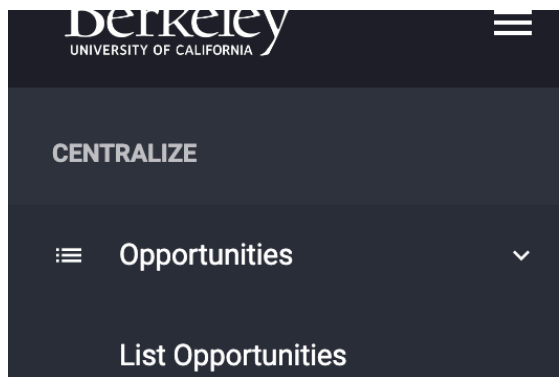
- Search for your opportunity using keywords. There will be a search bar at the top and you can search for opportunities in admin/faculty view.
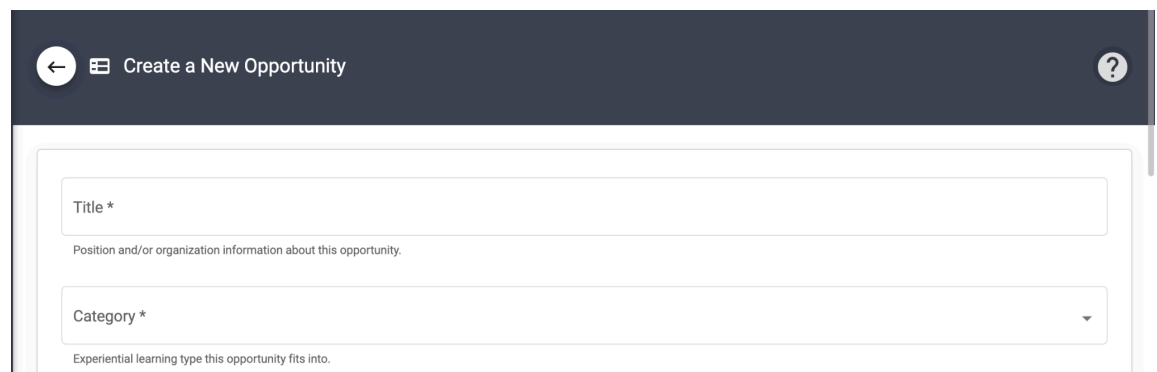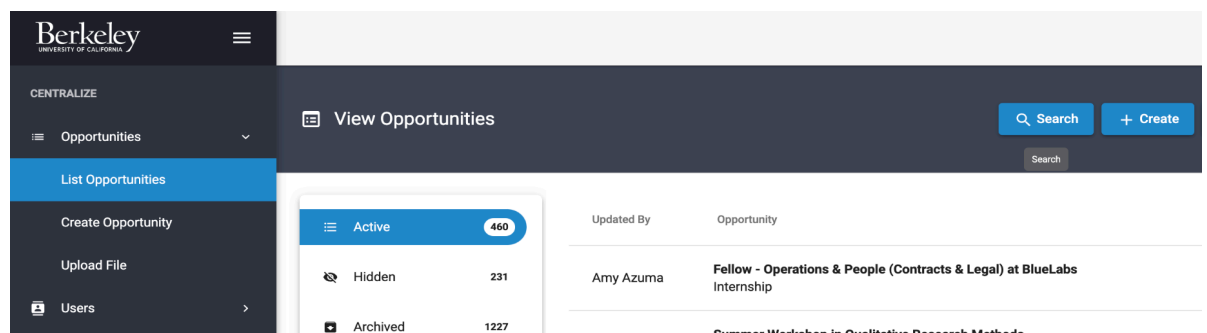

- Assess: does the opportunity you're looking to enter exist already?
  - If yes, it exists:
    - Can you edit it?

- If yes, you can edit it, please update it, checking the listing has relevant category, tags, description, and deadlines, etc.

    - If you need to discuss a new category/tag, I'm available by email or in 1:1 appointments.

- If no, you can't edit it, please contact discoverydatabase@berkeley.edu and request to be added as an editor to the opportunity.

- Has the deadline for application passed?

    - If the opportunity deadline has passed, the opportunity will be in "Archived" status and you can remove it from status by editing it.

        - add a future date for the deadline; remove the check next to archive at the bottom options.

- Update the end date first, to ensure that the new end date is always after the start date. Once the end date is updated, you can then safely update the start date without encountering an error.

    - The date fields have constraints to ensure the program start date cannot be after the program end date. This makes logical sense because a program can't end before it starts.

- If no, the opportunity does not exist yet, go to the next step, "Create a new entry."

Step 3: Create a new entry

- faculty/admin users have the Create Opportunity option in the navigation bar. Or use the "+Create" opportunity button

- To get support with adding the opportunity, use the tutorial in the question mark symbol button on the top right hand corner.

■ If you'd like the database coordinator to review your opportunity, there's a button that says "request review." You can add questions/requests within that.

Step 4: Support

- This database is in its early stages with new opportunities added every month. We are excited you are part of the test group.

- If you need support in searching for opportunities or want to provide feedback, email discoverydatabase@berkeley.edu or book a 1:1 consultation.

Other related resources:

- Faculty/Staff FAQs are here.

- Faculty/Staff login instructions are here.

- Student login instructions are accessible through our website.

Content best practices:

- **For clarification on appropriate types of opportunities, see our FAQ.**

- **Title:** include UC Berkeley in title for campus opportunities

- **Description & Requirements:** Use bulleted, scannable lists (if students are interested, they can find fuller details on your webpage)

- **Requirements and Eligibility:** Clearly indicate if the opportunity can support:

  ○ U.S. Citizens? U.S. Nationals? U.S. Permanent Resident?

  ○ Non-U.S. Citizens with work authorization (e.g. International student (F-1 & J-1) visa holders, student with DACA)

  ○ Non-U.S. Citizens without U.S. work authorization (including AB540 / Undocumented students)

Content Best Practices

- Berkeley branding
- Bulleted list
- Requirements & qualifications

UC Berkeley Public Service Internship (PSI)

- Internship
- Apply by **March 22, 2024**
- Offered year-round
- Location varies
- $Yes

Description
The Public Service Internship (PSI) program connects students with Bay Area social justice issues through internships that focus on policy, community organizing, or direct service.

Requirements
- Currently enrolled undergraduate student
- 1 year of service experience (service can be varied)
- Ability to manage multiple projects at the same time
- Ability to effectively manage various time commitments
- Ability to meet deadlines and take initiative
- Ability to work alone and as part of a team
- Competent computer skills and ability to do online research

Responsibilities
Students intern for 8-10 hours a week for the academic year and enroll in a field studies course through the Public Service Center for units. Student interns also meet as a cohort throughout the year to build leadership and professional skills and explore social change strategies.

Citizenship Required
No

- **Link to application support:**

  - For help starting or strengthening your resume and cover letter for this application, [make an appointment using Handshake](#) to meet with a Career Educator.

  - Find tips and samples for [resumes](#) and [cover letters](#).

  - For help making an appointment on Handshake, there are [Berkeley Career Engagement staff](#) that can assist you.

- **Special Case: Unpaid positions from UC Berkeley student-run start ups**

  - Many UC Berkeley students are looking for fellow students to collaborate on their startups or organizations that are not part of Registered Student Organizations or official UC Berkeley projects.

  - Students can request a UC Berkeley staff member to post the position in the Discovery Database on their behalf, or they can email their request to discoverydatabase@berkeley.edu.

  - Since our student users expect that we have vetted the opportunities listed in the database, it is best practice to include the following text at the top of the posting:

    - *This position has been submitted by a UC Berkeley community member but has not been vetted by the database manager. Should you have questions about the benefits of*

participating or evaluating the position, [make an appointment using Handshake](#) to meet with a UCB Career Educator.