Part-time Research Mentor for Undergraduate STEM Researchers
Office of Undergraduate Research and Scholarships, UC Berkeley

Pay: $24 per hour, does not include any student fee remission

Hours: 25% position (Student Assistant IV) beginning January 11, 2016 through September 30, 2016. The hours average out to 8-10 hours/week but they do vary significantly during a few windows of time during the appointment (see details below).

The Office of Undergraduate Research and Scholarships (OURS) is seeking a graduate student in the sciences or engineering to advise undergraduates in the Summer Undergraduate Research Fellows Program (SURF) and to assist in the administration of the program. This is a position for someone who enjoys working with highly motivated undergraduates in diverse fields, and would like to strengthen his or her mentoring skills.

In spring of 2015, SURF will award stipends to about 80 undergraduates; a significant portion of which will be dedicated to STEM students. Approximately thirty of these will be sophomores in STEM majors seeking a research experience in a faculty laboratory, and about twenty more will be junior and senior STEM students who will be conducting independent research in preparation for a senior thesis or post-graduation publication. (The remainder of the stipends will be for social sciences and humanities students working with a different graduate mentor).

Under the supervision of the OURS director, the “SURF Program Advisor” will work with the 2016 cohort of STEM fellows to:

- guide them through the SURF application process (due on Feb 18)
- help them launch their summer projects, which occasionally includes the process of applying for human subjects approval from CPHS
- promote scholarly community
- and assist fellows in effectively presenting their summer findings in a poster or research presentation format.

More specifically, the SURF Program Advisor will:

- support recruitment of strong applicants (including winter info sessions)
- answer e-mails from prospective applicants about eligibility and more
- hold office hours to help applicants clarify their research questions and develop a research proposal and timeline
- direct applicants to faculty who might serve as project sponsors
- assist in evaluating applications
- help organize an orientation for new fellows
- convene research cluster meetings so that fellows can discuss and troubleshoot research issues during the summer
- offer workshops on effective conference presentations with slides
- check up on research progress, especially for fellows who are away from Berkeley
• set up practice presentations and give students feedback as they prepare for the August 18-19, 2016 SURF Conference (on campus)
• offer feedback on poster drafts (for relevant poster presenters)
• help organize a two day research conference (August 18-19, 2016)
• respond to students’ end of summer progress reports and research plans for the year 2016-17 school year (this works occurs in September).

Qualifications:

This position is designed for a graduate student with a broad background in the sciences, math, or technology and a strong knowledge of and interest in research methods; demonstrated experience in giving constructive and encouraging feedback to undergraduates; and familiarity with the resources of the campus as needed by undergraduate researchers. Administrative experience also desirable; the SURF program significantly utilizes Excel as well as a cloud based application management platform called Wizehive.

Appointment:

This position runs from January 9, 2016 through September 30, 2016, with variable hours as the program cycle requires: 8-10 hours average per week, peaking at these times: just before the application deadline of February 18, during the application processing period (February 18-mid April), and the conference period (the first few weeks of August). Applicants are required to work some full days during Spring break (March 21-25, 2016) and the SURF conference (August 18-19, 2016). Although there will be opportunity for the SURF Program Adviso to take weeks off between February and August, we cannot consider applicants who will not be available for the peak windows of time during pre-application, application processing, and conference periods.

This position does not include any student fee remission. For graduate students interested in this position who will already have a 50% GSI or GSR position during the spring term, you will need to obtain a waiver from your department to make yourself eligible for 75% employment on campus.

Review and interviews will begin on December 1st, 2015. Open until filled.

Please email cover letter and CV to:

Sean Burns
Director, Office of Undergraduate Research and Scholarships
UC Berkeley
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