

Assistant Director for Internship Development (4517U) -  
Berkeley Career Engagement 59138  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=224978>

Downloaded On: May. 8, 2024 8:40pm

Posted Nov. 3, 2023, set to expire Jun. 30, 2024

**Job Title** Assistant Director for Internship Development  
(4517U) - Berkeley Career Engagement 59138

**Department**

**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Nov. 3, 2023

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Student Affairs  
Alumni Relations  
Academic Advising

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**Job Description**

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**Assistant Director for Internship Development (4517U) - Berkeley Career Engagement 59138**

About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](https://grow.berkeley.edu).

### Departmental Overview

Berkeley Career Engagement (BCE) plays a critical role in preparing and supporting students launching their careers. The center helps undergraduate students, graduate students, and recent alumni make informed decisions about their futures by providing comprehensive resources, programs, career counseling, externships and internships, and employment and professional school / graduate school options.

Our Vision is to cultivate a university-wide culture of career readiness, where every student engages in meaningful experiences, has a supportive professional community, and is empowered to achieve lifelong career success. We are dedicated to advancing equity and access to career resources for every student and recent alum of UC Berkeley.

We engage with students on their journey to reflect, discover, and design a personally meaningful

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career (Career Clarity). We connect students with alumni, employers, and their larger professional community to forge meaningful relationships that will guide them into their early career (Career Connections). We empower students to develop the professional confidence and experience necessary to secure the career opportunities they seek (Career Competitiveness).

#### Application Review Date

The First Review Date for this job is: October 5, 2023 (applications received by Oct. 16 will receive full consideration) Job will remain open until filled.

#### Responsibilities

##### **Internship Development and Support (35%)**

- Develop a short- and long-term strategy that focuses on identifying and sourcing new internships that will appeal to students in the College of Letters & Science, with special attention to and underserved and underrepresented student populations. Update and maintain an internship program toolkit that will facilitate the creation of new opportunities with interested employers with no history of and/or infrastructure for hosting interns.
- Field incoming employer inquiries about internship program development and best practices.
- Actively market internship opportunities to students in L&S
- Co-lead Job Shadow Externship program with other BCE staff, which serves to create opportunities for students to engage with alumni during academic breaks; track outcomes and follow up with sponsors for internship opportunity development.
- Plan & execute internship-related career fairs, in partnership with Assistant Director for Recruitment Events.

##### **Employer Outreach and Engagement (30%)**

- Serve as the primary lead on the Employer Relations team to employers who have an interest in focusing their recruiting on students from the College of Letters & Science.
- Establishes new relations and maintains current ones with organizations related to this area, which may include visiting employers at their workplace to establish working relationships that will generate internships.
- Track data around employer interactions and progress to disseminate to staff as a resource.

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**Campus Engagement and Student Education (30%)**

- Independently and in collaboration with the Career Education team, offer a series of workshops and on-line material that will provide students the knowledge and skills necessary to obtain an internship and navigate the professional workplace.
- Provide direct service to current students and recent alum in the form of career coaching, to students in the College of Letters & Science.
- Oversee the Independent U.S. Summer Internship Credit Option in partnership with Summer Sessions, including program updates, advertising, student eligibility, and customer service.
- Serve as Berkeley Career Engagement's lead on understanding internship law, recruiting practices, guidelines, news, and other resources. Field employer, staff, and campus inquiries, and oversee related web content to ensure information is up to date.

**Administrative Functions (5%)**

- Actively participate and engage with the Berkeley Career Engagement staff during staff meetings, staff development exercises and periodic retreats.
- Actively contribute to a team environment that fosters and promotes a culture of diversity, equity, inclusion, and belonging (DEIB).
- Serve on internal committees and cross functional groups that are responsible for identifying issues and/or providing solutions for specific BCE needs or initiatives.

**Required Qualifications**

- Five or more years experience in university career services, student services, alumni relations, employer recruitment, learning & development, and/or internship program coordination
- Advanced knowledge of career services, employer, alumni, and faculty needs and expectations, recruiting and staffing methods, employment trends.
- Strong written, verbal, and interpersonal communication skills including the ability to effectively work with diverse individuals and groups of faculty, staff, students, alumni, and employers.
- Demonstrated program management and strategic planning skills.
- Ability to design and deliver presentations/workshops tailored to different audiences.
- Demonstrated ability to evaluate, assess, and interpret a variety of program data aligned with programmatic goals and objectives.
- Knowledge and experience in a diverse cultural environment and working with culturally diverse

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people.

- Demonstrated organizational and time management skills
- Demonstrated ability to identify problems, develop appropriate resolutions, and take initiative for enhancement of the program
- Ability to work independently with a minimum amount of supervision.
- Demonstrated successful experience working with college-level students or recent graduates.
- Ability to travel is required.
- Bachelor's degree in related area and / or equivalent experience / training.

#### Preferred Qualifications

- Advanced degree in related area and / or equivalent experience / training.

#### Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary range that the University reasonably expects to pay for this position is \$88,000 - \$91,000

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- This is a remote-friendly position, eligible for 40% remote capability

#### How to Apply

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To apply, please submit your resume and cover letter.

#### Referral Source info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

#### Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

#### Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

#### Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

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**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

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**Contact Information**

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

**Contact**

N/A

University of California, Berkeley

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