



## Graduate Student Researcher Job Postings

### **Manager and Student Advisor GSR Job Posting**

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|--------------|---|
| Title:       | Manager and Student Advisor Graduate Student Researcher |
| FTE:         | 35%   |
| Work hours:  | 15 hours per week                                       |
| Position(s): | 1   |

#### **Overview**

Big Ideas is a year-long, annual innovation contest aimed at providing funding, support, and encouragement to interdisciplinary teams of undergraduate and graduate students who have “big ideas” aimed at addressing pressing problems at local, national, and global levels. At its core, Big Ideas has two overarching goals: a) to transform the way students learn and think about their role in society, and b) to seed the creation of new ideas by providing students with the resources and skills necessary to turn their ideas into sustainable ventures with social impact.

Each year, Big Ideas@Berkeley aims to support applicants by offering a wide range of resources to prospective applicants. These resources include, but are not limited to, writing and budget workshops, information sessions, and office hours. Big Ideas aims to find a graduate student who can manage and implement these resources/events to ensure that applicants have a clear understanding of the application requirements and have many opportunities to solicit feedback on their project ideas.

For more information about the Big Ideas@Berkeley Contest, visit: [bigideas.berkeley.edu](http://bigideas.berkeley.edu)

#### **Duties and Responsibilities**

Big Ideas seeks a graduate student researcher (GSR) to assist with this year’s contest. The GSR will:

- Oversee and implement evaluation efforts aimed at determining a) how and to what extent participants grow, develop, and learn throughout the contest and b) to what extent students, judges, and Big Ideas mentors could be better supported in future contest years.
- To oversee and implement writing and budget workshops and information sessions that aim to provide students with information about the contest as well as resources and support in writing their contest proposals
- Hold office hours, where he/she will provide support in thinking through challenges with project design and implementation. The goal of office hours is



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both to provide an opportunity for applicants to think deeply and reflect about project ideas and to sometimes provide directive feedback and advice on how to improve applicants' project ideas and implementation strategies.

To apply send a brief cover letter and CV to [bigideas@berkeley.edu](mailto:bigideas@berkeley.edu) with the title "GSR application" in the subject line.

### Qualifications

- Experience teaching, consulting, or working with college/adult students
- A strong research background that includes training in quantitative methods, qualitative methods, and survey item design.
- Content expertise in one or more of the Big Ideas contest category areas (see [bigideas.berkeley.edu](http://bigideas.berkeley.edu))
- Demonstrated ability to write effectively, analyze and summarize complex information, and a solid comprehension of writing fundamentals
- Excellent public speaking and presentation skills
- Program management experience
- Ability to communicate to broad, diverse audiences through multiple media formats
- Excellent organizational and time-management skills
- Strong communication and interpersonal skills to communicate effectively with all levels of staff, faculty, students, etc., both verbally and in writing

During the period of appointment the student *must*:

- Have a GPA of at least 3.1
- Have no more than 2 incompletes in upper division or graduate level courses
- Be registered and enrolled in a minimum of 12 units
- Must be in good standing (i.e. may not be on academic probation or have their degree candidacy lapse)



## Graduate Student Researcher Job Postings

### Outreach Coordinator and Student Advisor GSR Job Posting

Title: Outreach Coordinator and Student Advisor Graduate Student Researcher  
FTE: 35%  
Work hours: 15 hours per week  
Position(s): 1

#### Overview

Big Ideas is a year-long, annual innovation contest aimed at providing funding, support, and encouragement to interdisciplinary teams of UC undergraduate and graduate students who have “big ideas” aimed at addressing pressing problems at local, national, and global levels. At its core, Big Ideas has two overarching goals: a) to transform the way students learn and think about their role in society, and b) to seed the creation of new ideas by providing students with the resources and skills necessary to turn their ideas into sustainable ventures with social impact.

The Big Ideas Outreach Coordinator and Student Advisor will be responsible for establishing and maintaining channels of communications with past Big Ideas@Berkeley contest winners. The goal of this outreach effort is to allow Big Ideas to continually document and share the stories of past winners and support their efforts to scale-up their projects. This position will also be responsible for assisting with the outreach and recruitment of judges and mentors for the Contest. It will support all aspects of the day-to-day operations for the judging and the mentorship program (e.g., event planning for mentorship events and correspondence with mentors and judges).

Finally, Big Ideas@Berkeley aims to provide current applicants with a wide range of resources to assist them in developing strong, creative, and viable project ideas. Among the resources provided are office hours, where student applicants are invited to drop in to discuss questions about the contest or solicit feedback on their project ideas. For this, Big Ideas seeks a graduate student who has experience working in a start-up, entrepreneurial, environment, ideally with an international focus.

For more information about the Big Ideas@Berkeley Contest, visit: [bigideas.berkeley.edu](http://bigideas.berkeley.edu)

#### Duties and Responsibilities

- Develop and execute a strategic plan for documenting the progress of past Big Ideas winners and their projects. Provide routine reports and updates to managers on both progress on Big Ideas projects and the careers of past applicants.



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- Provide ongoing advice and support to past Big Ideas winners that can lead to the development of new partnerships, funding prospects, networking opportunities, strategies for scaling up, etc.
- Assist with outreach efforts to past judges and mentors, campus departments, past winners and others to recruit judges and mentors by proactively initiating phone calls and in-person meetings. Conduct all follow-up communication with prospective and recruited judges and mentors.
- Assist with the creation of judge and mentor training guides.
- Help support current applicants by holding office hours, where he/she will provide support in thinking through challenges with project design and implementation. The goal of office hours is both to provide an opportunity for applicants to think deeply and reflect about project ideas and to sometimes provide directive feedback and advice on how to improve applicants' project ideas and implementation strategies.

### Qualifications

- Strong communication and interpersonal skills to communicate effectively with all levels of staff, faculty, students, etc., both verbally and in writing.
- Ability to communicate to broad, diverse audiences through multiple media formats.
- Excellent organizational and time-management skills.
- Experience with outreach to professional organizations or campus departments.
- Demonstrated ability to write effectively, analyze and summarize complex information, and a solid comprehension of writing fundamentals.
- Excellent public speaking and presentation skills.
- Program management experience.

### Preferred Qualifications

- Strong familiarity with UC Berkeley and Bay Area entrepreneurship landscape and specialized knowledge or training in international development.
- Experience working in a start-up environment.
- Experience teaching, consulting, or working with college/adult students.

During the period of appointment the student *must*:

- Have a GPA of at least 3.1
- Have no more than 2 incompletes in upper division or graduate level courses
- Be registered and enrolled in a minimum of 12 units
- Must be in good standing (i.e. may not be on academic probation or have their degree candidacy lapse)