DESCRIPTION

A Graduate Student Assistant position at the Center on Democracy and Organizing in the Institute of Governmental Studies at the University of California, Berkeley, will be available beginning September 1, 2018. This position is funded through a Ford Foundation grant and is open to graduate students or recent Master’s or Ph.D. graduates from any accredited university.

Project Background:
To strengthen democracy around the world, organizations and activists constantly make strategic choices about how best to inform, engage, and amplify the voices of ordinary people and mobilize collective action. Research often is not available to serve the needs of these actors. The Center on Democracy and Organizing is a newly-established research unit at IGS focused on sharpening organizations’ capacity to make these choices by developing a generation of scholars from diverse backgrounds who can do work that simultaneously meets the highest standards of academic rigor and addresses concrete needs of practitioners. The GSA will help with the research, organizational, and planning processes during the Center’s initial phase of development.

Responsibilities:
The GSA’s role will include the following:

1. Taking the lead role in developing, coordinating, and running a set of webinars focused on the use of research evidence, and planning convenings;
2. Assisting the co-PIs and post-doctoral scholar with designing and launching a research institute in summer 2019 to pilot a practitioner/researcher training model;
3. Helping with the production of a white-paper series on practitioner/researcher collaboration; and
4. Collaborating with the postdoctoral scholar on planning grant tasks for the Center.

We seek candidates that are strongly interested in studying democracy and community-based organizations, as well as the intersection of “on the ground” research and advocacy. Experience working with community-based organizations, and/or conducting applied research, is preferred.

Basic Qualifications (by the time of application): The minimum qualification required to be considered an applicant for the position is to be a graduate student or recent Master’s or Ph.D. graduate in any related social science field (e.g., political science, sociology, ethnic studies, public policy, etc.) Applicants from any accredited university welcome.

Additional Qualifications (required by start date):

- Ability to work both independently and in collaboration.
- Ability to meet project deadlines.
- Strong organizational skills.
- Experience working with grassroots organizing groups in some form.
- Knowledge of at least one statistical analysis package or program (especially R and/or Stata).
- Experience with the development of webinars and training modules preferred.

Timeline and Hours: The appointment for this position is from September 1, 2018 to August 1, 2019. This position requires 20 hours of work per week during the summer, and 10 hours of work per week during the academic year.

This position is open until filled. Questions regarding this position, and application materials can be directed to Nicole Willcoxon at nwillcoxon@berkeley.edu.
Complete applications will include a cover letter and CV, and the names and contact information for three references. Letters of reference are not required at this time. We will seek your permission before contacting your references.

JOB LOCATION
Remote

REQUIREMENTS
DOCUMENTS
● Curriculum Vitae
● Cover Letter

REFERENCES
3 references required (contact information only)