

Student Programs Associate, Helen Diller Institute
(6298U), Berkeley Law - 82899
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=269637>

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Posted Dec. 23, 2025, set to expire Jun. 30, 2026

Job Title	Student Programs Associate, Helen Diller Institute (6298U), Berkeley Law - 82899
Department	Berkeley Law
Institution	University of California, Berkeley Berkeley, California
Date Posted	Dec. 23, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Student Services Multicultural Affairs/Diversity
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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Helen Diller Institute for Jewish Law and Israel Studies (formerly Berkeley Institute for Jewish Law and Israel Studies) at Berkeley Law was launched in 2011 by a 15-member faculty committee drawn from the faculties of Economics, History, Jewish Studies, Music, Political Science, Sociology, and Law as well as Business.

The Institutes' two initiatives - one focused on Jewish law, thought, and identity; the other on the multidisciplinary study of Israel - serve undergraduates, graduate students and faculty by developing opportunities for research, programming, visiting scholars, colloquia and classes to strengthen academic inquiry and discourse across the Berkeley campus. The Institute was renamed in February 2021 following the award of a \$10 million endowment gift from the Helen Diller Foundation.

Within its two core programs - the Program on Israel Studies and the Program on Jewish Law, Thought, and Identity - the Helen Diller Institute has a primary mission of educating, engaging, and empowering students and fostering the next generation of student leaders.

Position Summary

The purpose of this position is to foster grassroots engagement and sustained outreach and interaction with students on campus. This position is dedicated to building relationships and social networks with students, both undergraduate and graduate students. The position has a key role in working closely with the Institute's undergraduate fellows to develop student-centered programs and initiatives. The position is also focused on recruiting students to the Undergraduate Fellows Program, and the summer

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Global Internship Program in Israel.

Application Review Date

The First Review Date for this job is: 12/30/2025. For full consideration, please apply by 01/05/2026.

Responsibilities

Under general supervision, assists with developing and/or proposing strategies for student outreach and engagement on campus and implementing them through grassroots meetings with students and student leaders, attendance at other campus student programs, and other social networking strategies.

- Develops relationships and collaborates around student engagement and outreach with key campus partners, including Berkeley Hillel, Center for Jewish Studies, and The Magnes.
- Constituencies include the undergraduate student population and the graduate student population, including law students, business students, and others.

Supports the Institute's Undergraduate Fellows Program by:

- Working closely with the student fellows to plan events for students
- Creating robust student programming
- Developing DeCal proposals
- Implementing professional development workshops for the fellows.

Conducts outreach and recruits students to the Institute's Undergraduate Fellows Program, Israel Studies minor, and the Institute's summer Global Internship Program in Haifa, Israel.

May research various topics and speakers and gather relevant data to inform future student programs of the Institute.

Mentors the Undergraduate Fellows, individually and as a group. Duties may include:

- Facilitating group meetings, including professional development workshops and conversations on topics relating to Judaism, Jewish life, and/or Israel, and one-on-one coffee sessions
- Providing guidance and advice on a project, as well as summer plans and/or post-graduation.

Prepares and/or assists in preparing written and visual materials, particularly relating to the Institute's student engagement and programs.

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Supports the Institute's Mentorship Programs by helping match the student fellows with alumni mentors and/or community mentors.

Conducts alumni outreach and networking to maintain and expand the community of engaged alumni.

Professional Development & Other Duties as Assigned:

- Participates in professional development and training opportunities.
- Performs other duties as assigned.

Required Qualifications

- Knowledge of basic concepts and principles of building and maintaining effective relations with a variety of alumni and other key constituencies.
- Basic knowledge of the The Helen Diller Institute for Jewish Law and Israel Studies, its mission, vision, goals, achievements, policies, and infrastructure.
- Organizational skills including skill to prioritize work and meet prescribed deadlines; event planning skills.
- Excellent written, verbal and interpersonal skills, including tact and political acumen to effectively represent the institution.
- Analytical and critical thinking skills.
- Solid computer skills, including proficiency in Microsoft Office, Google Suite, and video conferencing platforms, with the ability to learn new computer programs and software systems.
- Strong attention to detail.
- Proven ability to deliver exceptional customer service and maintain a high level of responsiveness.
- Strong ability to work independently and as a team member.
- Ability to work with sensitive information and maintain confidentiality.
- Familiarity with student outreach, engagement and programs.
- Demonstrated ability to work effectively and collaborate with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Demonstrated commitment to fostering an inclusive and supportive environment that promotes collaboration and mutual respect among all members of the UC Berkeley community and its stakeholders.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds.

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- Familiarity with the subject areas and academic fields of interest of the Institute, including Israel studies and Jewish law, thought, and identity.
- Must be able to work occasional evenings for programs and student meetings
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Familiarity with and/or can quickly learn UC policies, practices, and systems.
- Demonstrated experience utilizing social media tools, and developing outreach and engagement strategies.

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 hourly range that the University reasonably expects to pay for this position is \$32.83 - \$37.75.

- This is a non-exempt, biweekly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity. This position does not include sponsorship of a new consular H-1B visa petition that would require payment of the \$100,000 supplemental fee.

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- This position is eligible for up to 20% hybrid work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

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To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

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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