

Apply to be a Student Assistant at the People Lab

The People Lab aims to transform the public sector, by producing cutting-edge research on the people in government and the communities they serve: <https://peoplelab.berkeley.edu/>

How do we reduce burnout and stress among front line workers? Does access to education affect criminal justice involvement and employment outcomes among formerly incarcerated individuals? What encourages families to sign up for public services? Can we increase the pipeline of qualified individuals who begin a career in public service? The People Lab team led by Professors Elizabeth Linos and Amy Lerman answers these and other important questions, using the best of behavioral science to improve government and public policy.

Although specific activities will vary, the majority of the Student Assistant's work will involve executing the Lab's daily operational and administrative tasks.

Responsibilities

Examples of activities a Student Assistant will undertake, depending on skills and interests, include but are not limited to:

- Scheduling Lab and Faculty Director meetings using Google Calendar and Zoom
- Managing and responding to Lab-related emails using Gmail
- Helping set up project review processes for new partnerships
- Assisting with document organization and management using Box
- Assisting in reviewing, maintaining, and documenting Lab procedures, workflows, and projects
- Assisting with fact-checking, background research, and proofreading a range of materials
- Assisting with drafting and updating content for the Lab's website, newsletter, and social media channels
- General office support and receptionist duties (when we return to in-person work)
- Other administrative tasks as needed to support the Lab's research and communications efforts

Qualifications

- Highly dependable and ability to maintain confidentiality
- Strong interpersonal and communication skills, and exceptional writing skills
- Excellent organizational skills and attention to detail
- Ability to work both independently and as a team member
- Knowledge of Google Calendar & Gmail
- Familiarity with Wordpress is a plus

Apply!

- Interested students should send a resume and a brief cover letter describing relevant interests and experience to: peoplelab@berkeley.edu with karalyn.a.lacey@berkeley.edu cc'd.