



## Graduate Internship

The CMES seeks qualified graduate students for its **Graduate Internship**, a new, year-long professional development opportunity in which advanced students learn the fundamentals of educational and outreach program administration. The CMES maintains a wide array of programs responding to complex institutional, federal, and donor-driven mandates; interns will have the opportunity to **participate in program-planning** from the ground up, assist with **vision, budgeting, logistics**, and **evaluation**, and build skills critical for both the academic and alt-academic career track. Activities may include planning a program to represent the CMES at CalDay; assisting with compiling data for annual federal reporting or proposal-writing; strategizing with CMES staff to develop future graduate professional development events. Visit [cmes.berkeley.edu/graddev](https://cmes.berkeley.edu/graddev) for additional information.

### Key responsibilities

- >Shadow CMES staff to learn project management skills and best practices for programming
- >Implement CMES programs, events, and/or communication/social media strategies
- >Coordinate and track logistics for public programming and maintain records
- >Serve as liaison to graduate student community; solicit ideas for future CMES programming
- >Coordinate undergraduate apprentices in preparation for Cal Day activities
- >Staff events, particularly the graduate professional development series

### Qualifications

- >Open to UCB graduate students in any discipline whose research focuses on the MENA
- >Demonstrated organizational and time-management skills
- >Written, verbal, and interpersonal skills, including tact, political acumen, and composure
- >Proficiency in a Middle Eastern language
- >Availability to attend Thursday afternoon lectures (preferred)

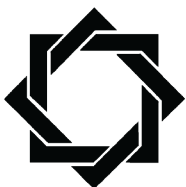
### Learning Outcomes

- >Understand how university programs come together on the backend
- >Build skills in events and project management
- >Become familiar with the structure of Title VI and other federal and private programs
- >Develop supervisory experience with undergraduates
- >Interact with leading scholars of the MENA

**Weekly commitment: 5-10 hours**

**Compensation: \$2,500**

**To apply: Submit CV and cover letter to [cmes@berkeley.edu](mailto:cmes@berkeley.edu)**



**center for middle eastern studies**  
UNIVERSITY OF CALIFORNIA BERKELEY