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](http://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