



Staff Fellowship Program

Supporting career mobility within the campus community

Berkeley People & Culture

Staff Fellowship Project Title: Career Coaching Staff Fellowship (up to 4 fellow spots are available)

Project Sponsors:

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Application Deadline: Friday, Nov. 8, 2024, 5 pm PT

Project Overview:

Share a bit about the purpose, scope, examples of work and department in which the staff fellow will participate:

The purpose of this staff fellowship is to continue to enhance career coaching opportunities on our campus. Through this fellowship, staff who have career coaching or career counseling experience will be trained on the latest coaching practices used at UC Berkeley and then supported in engaging with campus staff who are looking for coaching help. Secondly, by supporting this fellowship, the People & Culture team will continue to diversify career coaching offerings to best serve our diverse staff community with their career support needs.

We are inviting staff who have career coaching or career counseling experience from diverse backgrounds including (but not limited to): age, national origin or ancestry, race, color, ethnic origin, sex, gender identity and expression, sexual orientation, physical and mental ability, religion (or non-religion), marital or domestic partner status, and the multitude of other areas that make us all so unique to consider this staff fellowship opportunity.

What is the timeframe of this project (including start date, end date, approx. time commitment and schedule)?

Proposed timeframe: Spring 2025 - January - May; 4 months in total.

All timeframes are flexible based on schedule and availability of selected Staff Fellows.

Time commitment:

Staff Fellows must be available to fully attend a virtual two-part (two half days; 3 hours per day) **Career Coaching Staff Fellowship Orientation and Training**.

Upon successful completion of the **Career Coaching Staff Fellowship Orientation and Training**, the career coaching time commitment is 2 hours per week, or 4 hours every other week; there is flexibility with this schedule to be customized based on the Staff Fellow's availability; check-in meetings will be held monthly and on-going communications on project questions, review, updates, etc., as needed via email, chat, shared docs. Work and meetings will all be remote.

What are 1-3 outcomes you hope to accomplish during the timeframe of this project?

For the Overall Staff Fellowship Project

1. Offer UC Berkeley staff a diverse team of career coaches who can best support them.
2. Expand the number of career coaching appointments offered to staff.
3. Continue to build a coaching culture across campus.

For Career Coaching Staff Fellows

1. **Enhance Communication Skills:** Coaching requires active listening, empathy, and effective questioning. By honing these skills, coaches improve their overall communication abilities, which are valuable in both professional and personal interactions.
2. **Increase Emotional Intelligence:** Through coaching, individuals develop a deeper understanding of the challenges, opportunities, perspectives, and emotions of others. This heightened empathy contributes to emotional intelligence, which is critical for effective leadership and relationship management.
3. **Expand Networks and Relationships:** Coaches often establish strong, supportive relationships with those they coach, expanding their professional network. These connections can lead to new opportunities and collaborations.
4. **Continuous Learning:** As coaches engage with coachees, they learn about the range of roles, operations, and activities across campus departments/units, which fosters continuous learning and growth. Coaches stay current with organizational trends, best practices, and challenges, further enhancing their professional knowledge.
5. **Career Satisfaction:** Helping others achieve their goals is inherently rewarding. Many coaches find that guiding others toward success enhances their sense of purpose and fulfillment in their own career.
6. **Mentorship:** Coaches will be supported in this experience through 1:1 mentorship from one of our seasoned People & Culture Career Coaches who will serve as their Coach-Mentor throughout the fellowship; there will also be opportunities for peer mentorship with the cohort of up to 4 Career Coach Staff Fellows.
7. **Deeper Familiarity with UCB Career Development Resources:** By attending the **Career Coaching at UCB Staff Fellow Orientation and Training**, staff fellows will be introduced to all that UC and UC Berkeley have to offer related to career development resources. You will be joining a strong coaching team that will enhance your current and future career prospects.
8. **Letter of Recommendation:** Provided by your Coach-Mentor upon satisfactory completion of fellowship.

What are some of the responsibilities and activities that the staff fellow will perform in this project?

Career Coaching Staff Fellows will apply their knowledge, skills, and practice of career coaching. They will gain satisfaction in supporting staff across campus with career planning. They will experience a deeper understanding of

how the campus operates - from the staff/coachee perspective. They will receive feedback for celebration, learning, and growth - based on evaluations that coachees will complete (will be optional and confidential) and support from their Coach-Mentor.

Staff Fellows will

- Agree to participate in a ***Career Coaching Staff Fellowship - Orientation and Training***. The orientation and training will be held via Zoom over 2 half- days, ~6 hours of total training. This training has been designed specifically to train Campus Peer Coaches in the career development resources available to UC Berkeley staff, and more. By participating in the Orientation and Training, Career Coaching Staff Fellows will be readied to coach campus staff. (Please note, this is not a Coaching Certification.)
- Agree to share a photo, as well as a brief coaching bio that will be posted to the [Career Coaching web page](#), and an expanded coaching bio that will be accessible by UCB staff only [on this internal document](#).
- Offer up to two 45-minute virtual, confidential, 1:1 career coaching sessions per week over a 4- month period.
- Honor confidentiality and reporting parameters of the coaching relationship with coachee.
- Participate in monthly individual and team check-ins with Staff Fellowship Project Managers who will serve as a Coach-Mentor. The Coach-Mentor is a People & Culture staff person who is an experienced coach currently on the Career Coaching team. As someone with in-depth coaching experience, they will provide mentorship to a staff fellow during this project.

Qualifications & Experience

- Coach training and/or certification through a reputable program or coaching institute (such as ICF, Hudson Institute, Center for Credentialing and Education, Career Coach Institute, APEC, CTI, iPEC, MSAP Assessor Training, Assess: Korn Ferry 360, etc.), OR a certification in counseling (through the National Board for Certified Counselors, etc.), OR a master's degree in counseling, or other relevant education and experience.
- Two or more years of experience as a coach, counselor, or student services advisor who has used coaching frameworks for career planning.
- Some knowledge of and/or willingness to learn about campus and systemwide resources to support staff career planning and mobility.
- Clear understanding of the parameters and exceptions to confidentiality – or willingness to learn and commit to these parameters.

Skills We Invite You to Contribute

- Compassion and empathy.
- Deep listening.
- Ability to provide a safe, open, non-judgmental space that will allow a coachee to discuss goals, challenges, opportunities and aspirations.
- Clear communication.
- Time management of the appointments as well as changes to the schedule.
- Engagement with open-ended questioning when appropriate.
- Supporting the coachee to reflect on and identify take-aways and actions that support their agenda/focus.

Additional Program Information

- Department Information: [People & Culture](#)
- [Career Coaching](#) program information
- [Parameters of Confidentiality](#) - all coaches will be required to uphold these parameters

Application Steps:

To apply, follow the **Next Steps** for Staff Fellows listed on the [Staff Fellowship Program website](#).