



Staff Fellowship Program

Supporting career mobility within the campus community

Berkeley People & Culture

Staff Fellowship Project Title: Financial Wellness Conference Planning

Project Sponsor: Center for Financial Wellness

Application Deadline: November 14, 2024 (or until filled)

Project Overview:

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

Center for Financial Wellness is a peer to peer financial literacy program on campus that provides resources, tools that empower students to make informed financial decisions and achieve long-term financial security and prosperity. Our vision is to foster a campus culture of healthy financial behaviors and conversations, promoting financial responsibility and wellness, where students, staff, and faculty are empowered to take control of their finances and make well-informed choices.

The purpose of this fellowship is to support the planning and implementation of the annual Financial Wellness Conference in the Spring semester, which is open to all Berkeley students. This role includes, but is not limited to, organizing planning meetings, coordinating logistics, managing event schedules, securing speakers and presenters, and assisting with marketing efforts to promote the conference. The fellow will work closely with the Program Manager and Program Coordinator to ensure a successful and impactful event that meets the needs of our student community.

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

Proposed timeframe: November/December 2024 - April 2025 (5 months in total), as the conference is tentatively scheduled for April 2025. All timeframes are flexible based on selected staff fellow's schedules and availability.

Time commitment: staff fellows will attend the biweekly Conference Planning meeting for one hour and work independently on assignments and logistics for approximately 2 hours per week. Ongoing communications regarding project questions, review, and updates will be handled as needed via email, chat, and shared documents. All work and meetings will be conducted remotely.

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

For the Overall Staff Fellowship Project

1. Ensure the Financial Wellness Conference is organized and executed smoothly
2. Foster collaboration within the planning team, improving communication and teamwork skills, and establishing a clear process for future events, leading to greater efficiency in planning and implementation.

For Financial Wellness Conference Planner Staff Fellows:

1. Event Management: Gain practical experience in organizing and executing the Financial Wellness Conference, ensuring smooth operations and attention to detail throughout the event planning and implementation process.
2. Team Collaboration: Strengthen communication and teamwork skills by working within the planning committee

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

Assist in the overall planning and logistics of the Financial Wellness Conference, including scheduling, venue selection, and vendor management.

This project may involve activities including: assisting in the overall planning and logistics of the Financial Wellness Conference, helping develop and implement outreach strategies, and working closely with the Program Manager, Program Coordinator, and other team members to ensure effective collaboration and communication throughout the planning process.

Application Steps:

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