



# Staff Fellowship Program

*Supporting career mobility within the campus community*

Berkeley People & Culture

**Staff Fellowship Project Title: Program Development**

**Project Sponsor:** Center for Financial Wellness

**Application Deadline:** **Nov 3, 2024**

## 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 explore ways to enhance our processes through technology. The fellow will work with the Program Manager and Program Coordinator to analyze, research, and make recommendations for implementing new tools aimed at improving work efficiency and consistency.

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

Proposed timeframe: November 2024 - March 2025; 4 months in total. All timeframes are flexible based on the selected fellow's schedule and availability.

Time commitment: staff fellow will meet with Program Manager/Program Coordinator every two weeks for one-hour check-in meetings and then work independently. The expected time commitment is approximately 2 hours per week for individual projects. Ongoing communications on project questions, review, and updates will be handled as needed via email, chat, or 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. Conduct analysis of current program processes to identify inefficiencies and areas for improvement
2. Develop and present actionable recommendations for automating specific program processes, with a focus on increasing efficiency and reducing manual workload.
3. Create an implementation plan for the recommended automation solutions, including timelines, required resources, and potential challenges, to ensure smooth execution and integration into existing workflows.

For Program Development Staff Fellows:

1. Gain the ability to critically assess existing program processes, identify inefficiencies, and develop strategic automation solutions.
2. Enhance skills in process improvement by presenting actional recommendations, creating implementation plans, and navigating potential challenges

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

This project may involve activities including: documenting program processes, exploring various automation tools, and making recommendations for the implementation of automation solutions.

Preferred Qualifications: experience working with automation

**Application Steps:**

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