

# Fall 2019 Student Program Assistant Position

## California Health Benefits Review Program

University of California, Berkeley



### Fall 2019 Timeline

**August 9-August 26:** Interested in the Student Program position? Please submit a cover letter and resume to [ana.ashby@chbrp.org](mailto:ana.ashby@chbrp.org) by 8/26.

**August 28 – August 30:** Interview candidates

**September 4 – September 6:** Extend offer(s)

**September 16- December 20:** Program Assistant (15-20 hours/week)

\*\*Potentially renewable for January-May

CHBRP, co-located with the UC Berkeley School of Public Health (offices on the 6<sup>th</sup> floor of the Berkeley Way West building), seeks a Student Program Assistant for the fall semester (potentially renewable for the Winter/Spring semester). Qualified candidates should have an interest in public policy, communications, and project management. The pay for the position will be \$20 - \$24 per hour, depending on experience for 15-20 hours per week.

### About Us

The California Health Benefits Review Program (CHBRP) produces highly regarded multidisciplinary analyses of health insurance benefit legislation that are used to elevate the level of debate and inform state health policymakers in California. As an organized research unit, CHBRP partners with top faculty and researchers from several campuses of the University of California to provide academic rigor on a legislature's schedule.

Established in 2002, CHBRP responds to requests from the California State Legislature for analysis of introduced legislation related to health insurance and health policy/public health.

CHBRP's interns and program assistants work with a small team of staff analysts at UC Berkeley, as well as CHBRP's multi-disciplinary set of faculty and researchers from various UC campuses and a contracted actuarial firm.

More information about CHBRP can be accessed at [www.chbrp.org](http://www.chbrp.org).

### Program Assistant Duties

Under the supervision of the Director, the Student Program Assistant will:

- Support administrative and project tracking activities
- Support our social media efforts and assist in keeping our website up to date
- Assist staff in preparing agendas and taking notes on stakeholder meetings conducted via web or phone
- Other duties, as assigned

### Required Qualifications

- Advanced undergraduate or Masters Student
- Interest in and enthusiasm for learning about public policy and analysis
- Experience with Microsoft Word and Excel
- Strong writing skills and ability to prioritize multiple tasks and adhere to deadlines
- UC Student status
- Good problem-solving and communication skills

To apply, please submit a cover letter and resume by 8/26 to [ana.ashby@chbrp.org](mailto:ana.ashby@chbrp.org).