

**Student Affairs Case Manager (4565U) 55279**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=217470>

Downloaded On: May. 8, 2024 2:27pm

Posted Jul. 13, 2023, set to expire Jun. 30, 2024

**Job Title** Student Affairs Case Manager (4565U) 55279  
**Department** Center for Support and Intervention  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Jul. 13, 2023

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Student Services  
Counseling Services

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**Job Description**

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**About Berkeley**

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education,

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distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](https://grow.berkeley.edu).

### Departmental Overview

Working within the Office of the Dean of Students and under the supervision of the Assistant Dean of Students this position exists to coordinate the campus' response to students experiencing varying degrees of distress. The Center for Support and Intervention is a unit that provides institutional responses to care for students and the overall Cal community through the framework of the Student of Concern Committee. This position will serve as a Case Manager in the Office of the Dean of Students coordinating with Counseling and Psychological Services, Residential Life, Center for Student Conduct, the Basic Needs Center, Financial Aid, UC Police Department (UCPD), Legal Counsel and other administrators as appropriate to address the needs of students who are having trouble in areas that may include academics, mental health, basic needs, discipline, family relationships, social adjustment. This will be done through assessments, consultations, interventions, referrals, and follow-up services. The incumbent fields calls, emails and referrals regarding distressed students; responds to student of concern cases. The position is non-counseling and non-therapeutic.

### Application Review Date

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The First Review Date for this job is: July 11, 2023

### **Responsibilities**

- Provide case management and organization for student of concern cases and serve as a strategist with students experiencing distress within a larger team of case managers.
- Develops and maintains complex or sensitive relationships with external organizations critical to program success.
- Serve as a point of contact for campus community members who are seeking consultation and advice about our services for students who seem to be experiencing distress.
- Specialization in supporting students impacted by bias: Serve as a resource, providing support, appropriate referrals, and campus coordination to students who report being targeted and/or harmed on the basis of identity.
- Respondent Services: Serve as a resource using high competency knowledge to understand and assist students in navigating administrative processes such as Student Conduct and Title IX investigations.
- Database management: Manage, track, and maintain student records in Symplicity Advocate Care Module, review student record data, research best practices and national trends in case management and identify areas of growth and learning opportunities.
- Outreach and awareness: design, develop, and deliver specialized trainings to the campus community regarding students of concern and the Center for Support & Intervention, and coordinate with various campus offices to ensure coherent integration and education of campus and community resources for individual students who have challenges with academic, mental and psychological health, conduct, financial, and social issues.
- Professional development: Keep abreast of federal, state, and UC Office of the President policy/procedural changes that will affect the scope or practice of case management, participate in departmental and campus committees, programs, and projects as assigned.

### **Required Qualifications**

- Advanced knowledge of advising and counseling techniques.
- Advanced knowledge of common University-specific computer application programs and knowledge of University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Advanced knowledge of Student Affairs / Student Life specialization.

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- Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
- Advanced abilities in project management, problem identification and reasoning skills.
- Advanced ability to develop original ideas to solve problems.
- Bachelor's degree in related area and / or equivalent experience / training

### Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary range that the University reasonably expects to pay for this position is \$84,000 - \$93,100.

- This is a 100% full-time (40 hours per week), 3 year contract position that is eligible for full UC benefits.
- This position is exempt and paid monthly.
- This is a hybrid position, eligible for 40% remote capability.

### How to Apply

To apply, please submit your resume. You may optionally submit a cover letter with your resume to provide additional context to your application. You will not be penalized for not submitting a cover letter.

### Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the

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job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

**Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

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