

**Student Academic Advisor (4545U) - 66813**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=234259>

Downloaded On: May. 16, 2024 1:05pm

Posted Apr. 5, 2024, set to expire Jun. 30, 2024

**Job Title** Student Academic Advisor (4545U) - 66813  
**Department**  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Apr. 5, 2024

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

**Job Categories** Professional Staff

**Academic Field(s)** Residential Life  
Student 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

The L&S Office of Undergraduate Advising (OUA) provides academic advising to newly admitted, currently enrolled and readmitted undergraduate students (approximately 23,000). Additionally, OUA provides guidance on academic programs, policies, procedures in the College of Letters & Science. OUA enforces and adjudicates the academic regulations of the College in order to ensure the integrity of the degree and the continuing quality of the institution. Decisions made by OUA impact all academic units within the College of Letters & Science and set precedent for other Colleges on campus.

OUA works collaboratively with academic and administrative departments across campus. To enhance the student experience, OUA utilizes an Advising Neighborhood model by division and academic discipline, resulting in College Advisers and Undergraduate Major Advisers working more closely and collaboratively with each other.

Learn more about our mission and values here: <https://lsadvising.berkeley.edu/mission-and-value-statements>

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## **Position Summary**

Using advanced academic advising theories and experience, college advisers assess and monitor student academic progress throughout the student life cycle and assist students in making appropriate educational choices and decisions. Conduct informational sessions and provide advice. Participate in the delivery of special programs and work on projects directly related to the mission of the office.

## **Application Review Date**

The First Review Date for this job is: 04/18/2024.

## **Responsibilities**

### **ACADEMIC ADVISING**

- Apply advanced academic advising theories, knowledge, and experience to support undergraduates with identifying, defining, and actualizing their educational goals.
- Advise students on L&S degree requirements and major offerings in the College (80 + majors, 60+ minors, pre-professional programs, and joint majors with other Schools and Colleges). Support students with course pairings and discuss different paths to complete degree requirements.
- Develop and maintain a thorough understanding of College policies, rules and regulations. Utilize knowledge of College policies to support students understand College policies. Help students connect with academic and non-academic units, and make referrals to appropriate resources.
- Assess and monitor academic progress to ensure timely declaration of major, adherence to overall unit limits, and advancement to degree. Place academic registration holds and/or require scholarship contracts for students who are out of compliance with College expectations.
- Counsel students experiencing academic difficulty. Discuss academic probationary status and support students with developing short and long term plans to resolve academic status.
- Support students with the adjudication process.
- Verify completion of degree requirements, including circumstances when there are no clear precedents or articulations, or when transfer work is involved.
- Work with undergraduate major advisers in assigned advising neighborhoods to facilitate a student's smooth transition from undeclared to declared.
- Advise on special eligibility requirements such as Honors programs, fellowships, and scholarships.

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## PROJECTS & COMMITTEES

- Create and implement workshops for students. Present information effectively in individual and group situations using electronic, written, and oral formats.
- Contribute to advising initiatives and serve on Advising Teams. Assist with developing and implementing shared programming with Divisions and tertiary groups.
- Participate in special programs and projects directly related to the mission of the office.
- Serve as a resource and liaison with academic and administrative units on campus- provide information and communicate College policies to staff and faculty.
- Participate on campus-wide committees and work groups.

## PROFESSIONAL DEVELOPMENT

- Stay abreast with best practices and innovations in academic advising.
- Attend weekly office-wide training sessions, seminars, conferences, cross-campus committees, and through participation on campus-wide committees and in professional organizations.
- Attend and lead presentations in the office and at conferences such as the UCB Advising, Counseling, and Mentoring Conference, UC system-wide Academic Advising Conferences, and regional and national NACADA conferences.

## OTHER

- Help foster a culture of inclusion and belonging in alignment with the L&S Advising mission and values (<https://lsadvising.berkeley.edu/mission-and-value-statements>), the L&S Undergraduate Division Strategic Plan (<https://ls.berkeley.edu/UG-Div-Strategic-Plan>), and the UC Berkeley principles of community. (<https://diversity.berkeley.edu/principles-community>).
- Other job duties as assigned and relevant to the position.

## Required Qualifications

- Advanced knowledge of developmental advising and counseling techniques.
- Advanced knowledge and understanding of student development theory.
- Thorough knowledge of and/or can quickly learn about L&S departments, courses, and majors; and basic knowledge of undergraduate offerings in other Colleges and Schools.

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- Thorough knowledge of and/or can quickly learn College policies, procedures, and requirements.
- Strong ability to identify problems and develop creative solutions to complex problems.
- Strong ability to make sound judgments and clearly convey office policies and procedures.
- Strong interpersonal skills and proven ability to create and maintain effective working relationships with faculty, staff and students in a diverse, inclusive campus climate.
- Strong organizational skills and ability to multitask, work under pressure, and adjust priorities when dealing with competing responsibilities.
- Excellent written and communication skills.
- Detail oriented and ability to learn new technologies quickly.
- Bachelor's degree in related area and/or equivalent experience/training.

**Preferred Qualifications**

- Master's degree in Counseling, Education, Higher Education Administration and/or equivalent experience/training.

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## Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC 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 or hourly range that the University reasonably expects to pay for this position is \$65,000.00 - \$80,000.00.

## How to Apply

- To apply, please submit your resume and cover letter.

## Other Information

- This is not a visa opportunity.
- This recruitment has 2 openings.
- This position is eligible for up to 40% remote work.

## Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information

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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

[https://apptrkr.com/get\\_redirect.php?id=5159087&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5159087&targetURL=U.S. Equal Employment Opportunity Commission) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination 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

University of California, Berkeley

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