

Senior Advisor (7399U) 67814
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234839>

Downloaded On: May. 21, 2024 3:24pm

Posted Apr. 17, 2024, set to expire Jun. 30, 2024

Job Title Senior Advisor (7399U) 67814
Department
Institution University of California, Berkeley
Berkeley, California

Date Posted Apr. 17, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) 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, 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

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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.

Departmental Overview

The Graduate School of Journalism at UC Berkeley is widely regarded as one of the top journalism programs in the United States. The School offers a two-year Masters of Journalism degree to an enrollment of about 120 students at a time plus a summer journalism minor (in the process of expanding to an academic year minor) currently serving another 300 undergraduates. The school's emphasis is on mastering a wide variety of communication techniques while learning the highest standards of responsible and enterprising journalism. There are 15 senate and adjunct faculty members in the School and over 20 working journalists who serve as lecturers. The School employs approximately 30 career staff members that manage the academic functions of the School as well as ancillary revenue-generating programs.

Application Review Date

The First Review Date for this job is: 5/1/24

Responsibilities

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- Advises the Dean of the J-School on a variety of complex matters including DEIBJ initiatives, student programs, student mental health, risk management, and the School climate. Conducts analytical and procedural framework for addressing the variety of complex matters. Develops proposals and recommendations to guide and support a broader strategic direction for the School.
- Builds and manages a first-generation college student program at our school by continuously researching what other universities are doing, working closely with our first-gen students and coordinating with student services and other staff on creating training and support systems for the students. This includes creating writing workshops, financial management workshops and other supportive events, as needed.
- Creates and manages a Restorative Justice program at the J-School for students, staff and faculty in collaboration with the UC Berkeley's Restorative Justice Center (RJC).
- Works closely with the RJC Director on creating and facilitating restorative justice trainings for the J-School. Ensures trainings factor in the different lived experiences of our diverse community.
- Coordinates with our financial and development staff and potentially campus partners on fundraising full scholarships for these fellows. Meets regularly with the fellows to provide support and guidance. Assist them with complex matters they may be facing such as financial aid issues. Provides analysis of complex financial aid issues and provides solutions or recommendations for improvement.
- Works closely with the Dean of the J-School and the California Local News Fellowship program to build a national coalition of support for local news. Network with other journalism schools and work with them to bolster our School's mission to revitalize local news across the country.
- Supervises the Executive Assistant to the Dean.

Required Qualifications

- Advanced knowledge of common organizational- or research-specific and other computer application programs.
- Strong communication and interpersonal skills to communicate effectively with all levels of staff and influence, both verbally and in writing.
- Ability to use discretion and maintain all confidentiality.
- Advanced project management skills.
- Thorough knowledge of organizational or initiative processes, protocols and procedures.
- Ability to multi-task with demanding timeframes.
- Advanced knowledge of applicable policy analysis techniques.
- Advanced analytical / problem-solving skills.
- Bachelor's degree in related area and / or equivalent experience / training

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Preferred Qualifications

- Master's degree in journalism or related area and/or equivalent of two years experience in the field of journalism.

Salary & Benefits

This is a full-time career position (20% remote eligibility per week) that is eligible for full 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 annual range that the University reasonably expects to pay for this position is \$85,800 - \$122,000.

How to Apply

To apply, please submit your resume and cover letter.

Other Information

This is not a visa opportunity.

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

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about your rights as an applicant, please see the [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

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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