

**Student Services Advisor 3 (4575U) -
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=125507>

Downloaded On: Sep. 18, 2019 2:15pm

Posted Jul. 11, 2019, set to expire Nov. 7, 2019

Job Title	Student Services Advisor 3 (4575U) -
Department	N/A
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 11, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services
Apply Online Here	https://apptrkr.com/1528546

Apply By Email

Job Description

Student Services Advisor 3 (4575U) -

About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance academic and artistic, political and cultural make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at

[url=https://apptrkr.com/get_redirect.php?id=1528546&targetURL=http://jobs.berkeley.edu/why-

Student Services Advisor 3 (4575U) - University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=125507>

Downloaded On: Sep. 18, 2019 2:15pm

Posted Jul. 11, 2019, set to expire Nov. 7, 2019

berkeley.html]http://jobs.berkeley.edu/why-berkeley.html.

Application Review Date

The First Review Date for this job is: July 22, 2019

Departmental Overview

UC Berkeley Extension is the continuing education branch of the University of California, Berkeley. Extension offers more than 2,000 courses per year in a variety of subjects both online and in the classroom. Extension's administrative departments and units include student records (transcripts), registration, scheduling, international student services, facilities, financial services, and the cashier's office. In addition to the main Berkeley center, it has responsibility for the maintenance and operation of regional centers in San Francisco (Spear Street), and Belmont and other leased facilities in the San Francisco Bay Area.

Responsibilities

Student Advising:

- * Provides advice and assistance to international students applying to and enrolling in various international programs at Extension.
- * Supports students in their efforts to achieve academic and extracurricular success.
- * Advises students on departmental / program and university policies and procedures.
- * Meets with students one on one and advises on course selection and enrollment.
- * Advises on refunds, petitions for waivers or substitutions, and other course-related student matters.
- * Counsels students on sensitive matters such as barriers, distractions, and complications affecting a student's success, helps students recognize these key non-academic issues, and makes appropriate referrals for additional counseling and/or assistance from other units.
- * Reviews students' progress and advises students on requirements for program progression and completion.
- * Identifies students struggling with requirements and recommends interventions.
- * Devises extracurricular planning in collaboration with chair/dean/director and faculty, and with other departments.
- * Verifies students' full-time enrollment.
- * Coordinates program details with various academic and support units.

Recruitment and Admissions:

- * Advises prospective applicants on necessary academic and application preparation; appropriateness

Student Services Advisor 3 (4575U) - University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=125507>

Downloaded On: Sep. 18, 2019 2:15pm

Posted Jul. 11, 2019, set to expire Nov. 7, 2019

of program as it pertains to the prospective applicant's goals; utilizing in-depth knowledge of the organization's admissions criteria and program requirements.

- * Helps assess applicants for admissions eligibility; initiates and arranges student and recruitment partner visits to Berkeley.
- * Conducts other outreach and recruitment activity assigned by director.

Student Conduct:

- * Responsible for interpreting campus policies and advising students and faculty on student conduct, student grievances, disputes, and issues regarding discrimination.

Course Scheduling:

- * Devises curriculum planning in collaboration with chair/dean/director and faculty, and with other departments, to ensure students' progress through course sequences, avoiding conflicts, and ensuring compliance with campus-wide policies.
- * Collaborates with Scheduling to ensure timely reservations of classroom and extracurricular space.

Events:

- * Plans and implements complex, high-visibility student events, such as orientations and commencements.
- * Plans, designs, and provides workshops for students, such as information about the campus, application to undergraduate and/or graduate programs, or academic strategies (ex: tutoring and writing support) and enrichment programs.
- * Within an academic department/school/college provides, and makes recommendations for the improvement of the following programs: international Global Access programs, College Foundations Program, and custom programs.

Required Qualifications

- * Working knowledge of advising and counseling techniques.
- * Knowledge of typical undergraduate / graduate / non-traditional college / program policies, procedures and requirements.

Student Services Advisor 3 (4575U) - University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=125507>

Downloaded On: Sep. 18, 2019 2:15pm

Posted Jul. 11, 2019, set to expire Nov. 7, 2019

- * Ability to gain knowledge of 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.
- * Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
- * Ability in problem identification, reasoning and development of solutions.
- * Ability to support international students in an academic advising setting.
- * Ability to understand, interpret and keep current on institutional policies, procedures and requirements
- * Interpersonal skills.
- * Multicultural competencies; ability to work with diverse populations.

Education/Training:

- * Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- * Advanced degree or professional certification preferred in the areas of international studies, counseling and/or advising.

Licenses or certifications, if any:

- * Preferred counseling certification.
- * Preferred NAFSA member and/or related professional training experience in the area of international student advising.

Salary & Benefits

This is an exempt, monthly paid position. Annual salary is commensurate with experience.

For information on the comprehensive benefits package offered by the University visit:

[url=https://apptrkr.com/get_redirect.php?id=1528546&targetURL=http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

How to Apply



Student Services Advisor 3 (4575U) - University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=125507>

Downloaded On: Sep. 18, 2019 2:15pm

Posted Jul. 11, 2019, set to expire Nov. 7, 2019

Please submit your cover letter and resume as a single attachment when applying.

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 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 see:

[url=https://apptrkr.com/get_redirect.php?id=1528546&targetURL=http://www.eeoc.gov/employers/upload/pos

For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get_redirect.php?id=1528546&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1528546]https://jobsprod.is.berkeley.edu/psp/jobsprod/EMPLOYEE/HRMS/c/HRS_HF

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

,