

Assistant Director of Graduate Student Services (4576U)
27441
University of California, Berkeley

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Posted Aug. 9, 2019, removed Sep. 26, 2019

Job Title	Assistant Director of Graduate Student Services (4576U) 27441
Department	N/A
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 9, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director Professional Staff
Academic Field(s)	Student Services
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Apply By Email

Job Description

Assistant Director of Graduate Student Services (4576U) 27441

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

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Workplace Culture with their potential for success at
[url=https://apptrkr.com/get_redirect.php?id=1569599&targetURL=http://jobs.berkeley.edu/why-berkeley.html]http://jobs.berkeley.edu/why-berkeley.html.

Application Review Date

The First Review Date for this job is: August 20, 2019

Departmental Overview

The Department of Economics is one of the largest teaching and research departments within the College of Letters and Science, with over 1,430 undergraduate majors, 140 graduate students, and annual enrollments of more than 10,000 students. The Department includes over 10 career staff and 40 regular faculty, including a total active academic membership of approximately 70, including joint appointments, lecturers, visiting faculty and active emeriti. The Department also has a very large cadre of Graduate Student Instructors and Graduate Student Researchers numbering over a hundred throughout the academic year. Additionally the Department hosts 20-30 visiting scholars and near 100 visiting students throughout the academic year. Economics occupies some 20,000 assignable square feet, within Evans Hall, including several research centers, classrooms and computer labs, several teaching offices, graduate student research offices, and dissertation labs. The Department has a \$20 million annual budget comprised of state, endowment, special project, extramural, contracts/grants, prize and student aid monies, as well as gifts and donor funds.

The PhD in Economics at UC Berkeley is one of the largest, top rated worldwide and top graduate program among public universities in the United States. Under the general supervision of the Director of Student Services, the Assistant Director of Graduate Student Services is responsible for providing a wide range of student services duties and responsibilities in support of the PhD program in Economics.

Responsibilities

Academic Advising

Applying advanced Student Services concepts, provides the most complex student services to management, faculty and students. Provides and makes recommendations for the improvement of the graduate program and visiting graduate student program; administers daily activities of graduate student affairs; exercises judgment in the interpretation and enforcement of policies and procedures of the Department and Graduate Division; and, manages current graduate student academic records. Develops new procedures and processes to maintain accuracy and efficiency. Advises master's and Ph.D. candidates on academic and administrative degree requirements, fellowships, visas, etc. Oversees the administration of graduate student concurrent enrollment through the Graduate Economics Student Exchange Program (GESEP).

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Recruitment, Admissions, GSI Hiring & Teaching Assignments

Administers and coordinates the graduate admissions cycle for over 600 applications. Reviews graduate admission policy and procedures within the Department for compliance with university standards. Corresponds with prospective students who have complex questions and interprets university/department and international standards. Evaluates both international and domestic applications to determine if applicants meet admission criteria. Monitors faculty needs regarding College Admissions database and departmental funding database. Assists with preparation of fellowship cases for Graduate Division. Serves as a member of the Graduate Admissions Student Affairs Committee and acts as liaison to the College Diversity Program. Distributes Academic Student Employee (ASE)/Graduate Student Instructor (GSI) assignment letters for the Fall & Spring semesters and Summer Session. Collects and organizes GSI teaching preferences and in collaboration with the Scheduling Chair and Director of Student Services. Assigns GSIs to discussion sections for the academic year and for Summer Session, matching GSIs with the appropriate faculty instructors. Serves as direct supervisor to first year tutors.

Financial Aid, Block Grants Fellowships, Awards, Research Training Grant

Maintains current knowledge of Graduate Division and Departmental requirements and procedures relative to the administration of student financial awards, scholarships, fellowships, block grant and research training grants. Tracks all available graduate student funding from all sources, including student extramural funding of approximately \$1.25 million. Works with department administration and students to develop 5-year funding plans. Compiles and processes official documents necessary for the initiation, continuation, and administration of all financial awards. Recommends resolution of extremely sensitive, specialized, and complex financial aid issues. Works with Fellowships and the Berkeley International Office to resolve funding issues.

Career Counseling, Industry Relations and Placement Services

Advises department management regarding enhancement of the organization's strategic plan for career counseling and placement services. Utilizing an in-depth knowledge of the field, counsel students on post-degree employment opportunities and practices. Advises department/students on the job market process and the standards and norms specific to the student's field of study. Identifies and cultivates potential employers. Arranges schedules for and coordinates campus recruitment visits by potential employers. Coordinates and attends the American Economic Association (AEA) annual meeting to facilitate placement activities.

Events

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In conjunction with the staff and Director of Student Services, plans and implements high visibility student events, such as graduate recruitment, spring visit day, start-of-year welcome orientation, and works with departmental staff on commencement ceremony.

Professional Development

Maintain professional development and update working knowledge of student affairs administration through attendance and participation at campus and other training sessions, seminars, conferences, and events and active membership in campus and professional organizations, and networking with peers. The Department of Economics provides \$1,500 per year toward professional development activities.

Required Qualifications

- * Strong interpersonal skills, analytical skills, service orientation, active listening, critical thinking, attention to detail, ability to multi-task in a high volume environment, organizational skills, effective verbal and written communication skills, sound judgment and decision-making; ability to develop original ideas to solve problems.
- * Ability to develop and administer a department industry program by increasing department visibility across campus and the nation and enhancing the department's industrial and alumni relations, including identifying internship and career opportunities for Economics graduate students.
- Entrepreneurial skills.
- * Advanced knowledge of advising and counseling techniques. Demonstrated experience in cultivating and promoting academic success.
- * Ability in problem identification, reasoning, ability to develop original ideas to solve problems, persuasion, leadership.
- * In-depth knowledge of the field's post-degree employment opportunities and practices.
- * Excellent written and verbal communication skills.
- * Experience in program planning and administration.
- * Knowledge or ability to learn of University-specific computer application programs (e.g. SIS/CS, Cal Central, CMS, GLACIER). Knowledge of campus policies and procedures pertaining to graduate education, curriculum, grading, and student conduct, confidentiality (FERPA) and related areas.

Education/Training:

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



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Preferred Qualifications

* Master's degree in Education, Student Affairs, Student Personnel Administration, Higher Education Administration, Counseling and Guidance or equivalent.

Salary & Benefits

This is an exempt, monthly paid position. Annual salary is commensurate with experience within the range \$85,000.00 - \$90,000.00.

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

[url=https://apptrkr.com/get_redirect.php?id=1569599&targetURL=http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

How to Apply

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=1569599&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=1569599&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1569599]https://jobsprod.is.berkeley.edu/psp/jobsprod/EMPLOYEE/HRMS/c/HRS_HF



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Contact Information

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

Contact

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