

Undergraduate Student Services Manager (4575U) -
1709 - 1709
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=130766>

Downloaded On: Dec. 6, 2019 1:52pm

Posted Oct. 4, 2019, set to expire Jan. 31, 2020

Job Title	Undergraduate Student Services Manager (4575U) - 1709 - 1709
Department	N/A
Institution	University of California Berkeley Berkeley, California
Date Posted	Oct. 4, 2019
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

Undergraduate Student Services Manager (4575U) - 1709 - 1709
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

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[url=https://apptrkr.com/get_redirect.php?id=1648715&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: October 2, 2019

Departmental Overview

Research and education in the UC Berkeley Earth and Planetary Science Department is driven by a fundamental curiosity about the past, present and future of the earth and other planets, including: the origins of earthquakes, volcanic activity, changes in the earth's climate and the impacts of global changes on society. Faculty, students and researchers in the department engage across disciplinary lines to understand atmospheres, oceans, terrestrial surfaces, deep interiors, the biosphere and the coupling between them.

Responsibilities

Program/Department/School/College Policies:

* The incumbent manages projects that require advanced Student Services concepts, provides the most complex student services to the organization's management, faculty and students.

Within an academic department, the incumbent makes recommendations for the improvement of the following programs:

Department/School/College Policies:

* Advises chairs/deans on the formulation of department/school/college policy by advising them on areas needing clarification and identifying solutions; analyzes the consequences of department/school/college academic policies and recommends new or changed policies; recommends solutions to organization's problems without precedent, i.e. major probation policy, incomplete grades policy.

* In consultation with chair, incumbent handles a wide range of student services projects for six majors which is unique in the Mathematical and Physical Science Division (atmospheric science, environmental earth science, geology, geophysics, marine science, and planetary science), including student fellowship acceptance, department curriculum, career counseling, recruitment, admission into the majors, academic advising, and student conflict resolution.

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- * Enforces department probation policy.
- * Incumbent plans, develops, and implements standard operating procedures for the management of all undergraduate student services areas in EPS and works with department manager to ensure consistent and effective administration.
- * Projects may require efforts to coordinate with outside entities in the participation of planning and developing of new systems, procedures, and policy.

Academic Advising and Curriculum Management:

- * Identifies and refers for resolution intricate student issues/grievances such as alleged discrimination, complex grade dispute issues, and students' personal crises; recommends petition exceptions that affect the requirements of multiple departments;
- * Facilitates new course approval through interaction with the Coordination of College Policy, Academic Senate, or similar organization.

Course Scheduling and Curriculum Development:

- * Devises curriculum planning in collaboration with chair and faculty, and with other departments, to ensure students' progress through course sequences, avoiding conflicts, and ensuring compliance with campus-wide policies.
- * Using judgment and discretion, independently schedules classes and obtains classrooms for courses taking into account the requirements and restrictions of the Campus Scheduling Office, past enrollment trends, instructor preferences, equipment and facility needs, department and campus needs.
- * Consults with Campus Scheduling Office and instructors on issues regarding obtaining appropriate classrooms and advises faculty or senior level manager on options.
- * Works with other departments and colleges to set up and manage cross-listed and room-shared courses.
- * Work with faculty advisors overseeing seven minors and six majors in the department and update materials such as the online catalog and EPS website.

Enrollment Management:

- * Work with faculty to set enrollment limits and restrictions.
- * Assist students trying to enroll in a class or move from the wait list.
- * Create course application forms for impacted courses and review applications with faculty.
- * Process enrollment manually after the 3rd week of instruction until the add/drop deadline during the 5th week of instruction.

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Recruitment, Admissions, and Alumni Engagement:

- * Advises the department on outreach strategies, and helps identify targeted institutions to meet organization's goals; coordinates, reviews and advises chair/dean and faculty on transferability and applicability of non-UC Berkeley courses.
- * Collaborates with Office of Undergraduate Admission and other departments for outreach to community college students to increase transfer applicants for the department.

Events:

- * Plans and implements, high-visibility student and outreach complex events, such as CalDay, start-of-the-year welcome events, honors thesis symposium, and commencement.

Development:

- * Implements social media presence for the Big Give and fundraising events with Facebook, LinkedIn, and Twitter. Connect with alumni through weekly newsletters and social media.

Career Counseling and Professional Development:

- * Advises department/college/school management regarding enhancement of the organization's strategic plan for career counseling and placement services. Utilizing an in-depth knowledge of the field, counsels students on post-degree employment opportunities and practices.
- * Maintain relationships with companies in the field who hire our students and organize career workshops.
- * Maintains a department LinkedIn group for alumni and students to network and share opportunities.
- * Works with the California State Board for Professional Engineers, Land Surveyors, and Geologists to ensure that the department offers required courses for the professional licensure and advises students on academic requirements and career opportunities.
- * Participates in professional student services committees that develop policies/procedures with nationwide impact.
- * Attends workshops, seminars, and classes to learn keep up-to-date on advising theories and best-practices nationally and within the University.
- * Supervise work study staff and arrange work schedules.

Required Qualifications

- * Advanced knowledge of advising and counseling techniques.

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- * 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 monitoring/assessing people, processes or services, to make improvements.
- * Skills in project management, social perceptiveness to be aware of others' reactions and understanding why they react as they do.
- * 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.
- * Interpersonal skills. Multicultural competencies; ability to work with diverse populations.

Education/Training:

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

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=1648715&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.

Other Information

This is a full-time, 40-hours per week, career position.

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.



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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=1648715&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=1648715&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1648715]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H

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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