

Student Services and Admissions Advisor (4575U) Job
2135 - FUNG Institute - 2135
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=132335>

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Posted Oct. 25, 2019, removed Jan. 16, 2020

Job Title	Student Services and Admissions Advisor (4575U) Job 2135 - FUNG Institute - 2135
Department	N/A
Institution	University of California Berkeley Berkeley, California
Date Posted	Oct. 25, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services Admissions/Student Records/Registrar
Apply Online Here	https://apptrkr.com/1680106
Apply By Email	

Job Description

Student Services and Admissions Advisor (4575U) Job 2135 - FUNG Institute - 2135
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=1680106&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: 11/6/19

Departmental Overview

The Coleman Fung Institute for Engineering Leadership was launched in January 2010 and is headquartered at UC Berkeley's College of Engineering. Our mission is to transform engineers and scientists into leaders who can take risks and develop technical, social, and economic innovations.

The Fung Institute achieves its mission through teaching, research, and service activities. We offer programs that combine leadership coursework with intensive study in any of the seven engineering disciplines offered by the

[url=https://apptrkr.com/get_redirect.php?id=1680106&targetURL=http://engineering.berkeley.edu/]College

. We are shaping a research agenda that will connect technical innovation with people and businesses, and use data in ways that will change the world.

The Master of Engineering (Berkeley MEng) Program is the flagship graduate degree program of the institute.

The Fung Institute is committed to helping our students graduate with an excellent education and experience in the Berkeley MEng. The unit works collaboratively with College of Engineering faculty, and departments and student service units across campus toward the common objective of helping students achieve their educational and career goals.

The position involves a wide range of student services duties and responsibilities, including aiding the dean/chair, faculty, and students in academic advising, recruitment, admissions, the evaluation and

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awarding of grant funds, student orientation and events, visit day, academic boot camp, and related programs.

The Student Services & Admissions Advisor (Student Services Advisor 3), in conjunction with others in the student services team, is responsible for Berkeley MEng student services and advising, and applicant recruitment. Reporting to the Director of Academic Affairs, the Student Services & Admissions Advisor oversees scheduling, enrollment, and administrative preparation for leadership and business courses, plans events, creates community, and advises over 450 students on student and academic issues.

Please visit

[url=https://apptrkr.com/get_redirect.php?id=1680106&targetURL=http://advisingmatters.berkeley.edu]http://advisingmatters.berkeley.edu for more information on Advising at Berkeley.

Responsibilities

30% Recruitment and Admissions:

Plans and implements outreach programs with specifically targeted institutions; advises prospective applicants on necessary academic preparation; appropriateness of program as it pertains to the prospective applicant's goals; utilizing in-depth knowledge of the organization's admissions criteria, initiates and arranges student recruitment visits to Berkeley. Occasional in state, national and international recruitment travel. Manages annual applicant interview process, manages and trains student and alumni volunteer admissions ambassadors. Manages applicant inquiry database and ambassador directories.

30% Course Scheduling and Instructor Support:

Works with college scheduler and lecturers to schedule course sections and enroll students. Schedules classrooms and security for Fung Institute courses. Manages January and August boot camp support for AV needs, seating charts, course rosters, course readers, and other materials. Administers leadership comprehensive exam process. Oversees lecturer and GSI onboarding, including bCourses training. Ensures excellent customer service for teaching team and students. Hires and manages Boot Camp course proctors.

20% Academic Advising:

Advises students on departmental/school/college and university policies and procedures; reviews



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students' progress and advises students and faculty on requirements for degree/program completion; identifies students with progression problems and recommends interventions. Advises academic and social student representatives. Maintains up to date student handbook, soliciting information from departments. Directs students to appropriate departmental and campus resource as necessary. Assists students with Fung Institute course enrollment. Manages student/alumni directory.

10% Events:

Plans and implements complex, high-visibility student events, such as Orientation and Visit Day. Plans additional student services community-building events such as coffee hours. Supports other Fung Institute events, including Career Services and Fung Fellowship events.

5% Financial Aid:

Oversees the administration, evaluation, and awarding of student fellowships, grants, scholarships, and other awards.

5%

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.

Required Qualifications

This is a five-month contract position that will not convert to career

* Working knowledge of advising and counseling techniques.

* Ability to develop and maintain cooperative, effective working relationships with faculty, students, and staff from a wide variety of cultures and backgrounds.

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* Analytical skills to evaluate and interpret complex policies;

Skills in judgment and decision-making.

- * Ability in problem identification, reasoning, and resolution.
- * Ability to develop original ideas to solve problems.
- * Interpersonal skills. Multicultural competencies; ability to work with diverse populations.
- * Ability to independently drive projects while also collaborating with a larger team.
- * Strong project management skills.
- * Strong customer-service orientation. Excellent verbal and written communication skills. Political acumen and ability to maintain strict confidentiality.

Commitment to learning new skills, systems and ability to adapt to change.

Excellent computer skills in MS Office, and basic web page editing.

Ability to source and manage vendor relationships.

Preferred Qualifications

- * Experience in academic advising at UC Berkeley or a similar 4-year institution. Knowledge of University requirements, policies and procedures, including policies on handling student records and confidential documents.
- * Knowledge of University-specific computer application programs (including bCourses, Cal Central and Campus Solutions).
- * Experience establishing and implementing short and long-term program goals and objectives and administering evaluative instruments for measuring program effectiveness.

Salary & Benefits

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

[url=https://apptrkr.com/get_redirect.php?id=1680106&targetURL=http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html



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* The hourly salary range designated for this position: \$24.14 - \$31.00; however, starting salary will be commensurate with experience.

* This is a five-month contract position. Contract positions may be extended based on operational demand. Contract positions are eligible to participate in the health and welfare programs offered by UC Berkeley.

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=1680106&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=1680106&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1680106]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.



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Please see the job description for contact details
pertaining to this university job announcement.