

Undergraduate Student Services Advisor (4574U) Job University of California Berkeley

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Posted Dec. 4, 2019, removed Feb. 3, 2020

Job Title	Undergraduate Student Services Advisor (4574U) Job
Department	
Institution	University of California Berkeley Berkeley, California
Date Posted	Dec. 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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Apply By Email

Job Description

Undergraduate Student Services Advisor (4574U) Job
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 commitment to equity and social justice; and its roots in the California experience, animated by such

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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 [\[url=https://apptrkr.com/get_redirect.php?id=1728595&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1728595&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get_redirect.php?id=1728595&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=1728595&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get_redirect.php?id=1728595&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1728595&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)our Strategic Plan.

Application Review Date

The First Review Date for this job is: 12/28/19

Departmental Overview

The College of Engineering at UC Berkeley is recognized for its educational and research excellence, consistently ranking among the top three Engineering colleges in the United States. With more than 250 regular faculty members, 1,600 graduate students and 2,700 undergraduate students located in seven academic departments, Engineering is the second largest College on the Berkeley campus.

The Department of Materials Science and Engineering is one of seven academic departments within the College of Engineering. The population of degree-seeking students within the Department averages approximately 160 graduate students and 235 undergraduate students engaged in a curriculum distinctive for its multiple laboratory courses and interdisciplinary character. The MSE Department has 17 regular faculty members, 3 adjunct faculty members, 5 zero percent faculty and 9 faculty emeriti. Many of the faculty members have multiple affiliations, both on campus and at the Lawrence Berkeley National Laboratory. This brings added impetus for quality student services. Additionally, Materials Science and Engineering administers the Applied Science and Technology (AS&T) graduate

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program. AS&T is an inter-disciplinary program, with 58 affiliated faculty from departments across campus, and 43 graduate students.

This position reports to the department manager. This is a new, one-year contract position, designed to provide comprehensive undergraduate student advising and financial services. Responsibilities for this position include providing a wide range of student services duties and responsibilities for an academic department/school/college or organization. Provides assistance to the chair, faculty, the manager, current students and prospective students, campus constituents and the general public in academic advising, recruitment, admissions, financial aid, the evaluation and awarding of fellowships and block grant funds, student orientation and events, career counseling, and related programs. This position also provides financial services, financial transactions and reporting.

Responsibilities

This is a full-time, one-year contract position(100%)

30% Advising & Policy:

- * In collaboration with Engineering Student Services (ESS) and campus units, provides advice and assistance to students on all aspects of their academic experience including time to degree progression and requirement matters for the department and college.
 - * Advises students on frequent changes to the MSE curriculum as new electives are added and new core courses are developed.
 - * Coordinates faculty advising for the department.
 - * Administers and keeps the undergraduate mailing list updated.
 - * Evaluate and advise students seeking to petition for exceptions to departmental and college requirements, as well as petitions to pursue the MSE minor.
 - * Administers enrollment in MSE 199 and MSE H194.
 - * Assists and coordinates the ABET accreditation process.
 - * Provides information to students and faculty regarding campus policies and procedures on student conduct
- .
- * Career Counseling: Refers students to campus Career Center.

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25% Financial Related Duties:

- * Processes Undergraduate Student Awards.
- * Advises students on financial aid options in the department and on campus
- * Responsible for the recruitment of student appointments (GSI's, Readers, student assistants, work-study appointments, and student facilitators).
- * Initiate and edit ASE positions and funding Entry in UCPath.
- * Reviews and approves purchase orders, travel and entertainment requests
- * Reviews financial and payroll transactions, identify deficits and brings it to the Manager's attention and process BFS journals to clear the deficit.
- * Prepares and coordinates Gas/Liquid Nitrogen, Building Access, and Xerox recharge billing and BFS journals. Creates and maintains electronic files of recharge billing summaries. Works with recharge customers to resolve billing issues
- * Works on special projects as assigned

25% Course Scheduling:

- * In collaboration with the Department Chair, Department Manager, and Faculty, develop the academic year schedule of classes.
- * Coordinates curricular needs with room availability to provide the best scheduling options for maximum student accessibility to key courses, while also considering data on past demand and department targets for each course.
- * Perform data entry of the finalized schedule into the scheduling system.
- * In collaboration with the Chair, the manager, the faculty, and other departments, devises curriculum planning to avoid scheduling conflicts and ensure students' progress through course sequences.
- * Sets enrollment limits and process waitlists for MSE courses, including review and approval of concurrent enrollment and university extension requests.
- * Processes requests for general assignment classrooms for faculty and/or student groups, as needed.
- * Ensures GSIs are accurately reflected in the schedule of classes in order to facilitate the teaching evaluation process.
- * Advices faculty on all matters related to course development and curriculum planning.
- * Coordinates with faculty and the vice-chair to submit schedule changes and new courses to COCI for review and approvals.

10% Events:

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- * Coordinates and implements student events and assists in the planning and implementation of complex events.
- * In collaboration with the External Relations Specialist, coordinates the MSE Commencement reception including room rentals, catering and enlisting student volunteer assistants.
- * Organizes Cal Day, the Golden Bear Orientation and the Undergraduate Recruitment Events.
- * Plans and supports outreach and undergraduate-focused MSE events. Occasional work in evenings and on weekends may be required.
- * Helps with Graduate Student Events.

5% Recruitment and Admissions:

Works with the manager, the chair and faculty to ensure that the information related to student admissions and degree requirements is accurate on the department website, The Berkeley Academic Guide and other various channels of information.

Coordinates recruitment activities. Works with the College of Engineering ESS Office to maximize enrollment yield of outstanding admits, including special efforts to attract qualified women and underrepresented minorities.

Evaluates the success of current outreach efforts; develops and implements enhancements.

Initiates and arranges the department's High School outreach visit.

advises prospective applicants on necessary academic preparation; appropriateness of program as it pertains to the prospective applicant's goals.

5% Professional Development:

* Maintains and updates working knowledge of College and campus student affairs issues by taking appropriate classes, workshops, and attending campus-wide Student Affairs meetings and networking with peers. Keeps abreast of national trends related to advising support as well as best practices in student affairs administration.

* Networks with centralized offices, as well as other Advisors and schedulers on campus in an effort to provide students with greater access to information and resources.

* Attends BFS and other financial trainings.

Required Qualifications

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- * Knowledge of advising and counseling techniques.
- * Knowledge of University processes and procedures.
- * Understanding of University rules and regulations.
- * Interpersonal skills. Multicultural competencies; ability to work with diverse populations.
- * Skills in service orientation, active listening, critical thinking.
- * Ability in problem identification, reasoning.
- * Ability to multi-task, verbal communication, written communication, organization.
- * Ability to work as a team member and independently: take initiative, prioritize work and meet deadlines.
- * Knowledge of departmental and college policies and procedures for undergraduate matters
- * Ability to create and maintain effective working relationships with faculty, staff and students.

Preferred Qualifications

- * Knowledge of University-specific computer application programs and pertinent databases.

Salary & Benefits

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

[url=https://apptrkr.com/get_redirect.php?id=1728595&targetURL=http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

- * This is a one-year 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.
- * Salary commensurate with experience.

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



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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.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

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=1728595&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=1728595&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1728595]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

University of California Berkeley

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