

Academic Advisor, Fall Program for Freshmen (4575U) -  
14635  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=152943>

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Posted Jan. 18, 2021, set to expire May 18, 2021

<b>Job Title</b>	Academic Advisor, Fall Program for Freshmen (4575U) - 14635
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jan. 18, 2021
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Educational Services Student Services
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**Job Description**

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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 [\[url=https://apptrkr.com/get\\_redirect.php?id=2124985&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=2124985&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get\\_redirect.php?id=2124985&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=2124985&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get\\_redirect.php?id=2124985&targetURL=https://strategicplan.berkeley.edu/our Strategic Plan](https://apptrkr.com/get_redirect.php?id=2124985&targetURL=https://strategicplan.berkeley.edu/our-Strategic-Plan)[\[url=https://apptrkr.com/get\\_redirect.php?id=2124985&targetURL=https://strategicplan.berkeley.edu\]](https://apptrkr.com/get_redirect.php?id=2124985&targetURL=https://strategicplan.berkeley.edu).

#### Application Review Date

The First Review Date for this job is: January 29, 2021

#### Departmental Overview

UC Berkeley Extension is the continuing education branch of the University of California, Berkeley. The position requires knowledge and expertise in the areas of student advising, student services, academic policy, and technical systems for the Fall Program for Freshmen (FPF).

#### Responsibilities

#### 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;
- \* Participate in campus recruitment trips/presentations for underrepresented students.
- \* Serve as advocate and liaison for students, parents, and high school counselors through work with

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the Office of Undergraduate Admissions.  
Academic Advising:

- \* Advise entering freshmen, parents, and school counselors in person and groups, providing them with information about Fall Program for Freshmen courses that meet various University and College degree requirements.

- \* Advises students on program and campus policy exceptions, appeals, cancellations and withdrawals; assists with the appropriate selection of first semester coursework as it applies to intended majors and graduation requirements; advises students ongoing in support of their successful completion of the program by providing alternative academic options or referrals to other resources, such as financial aid, billing, or health services; resolves scheduling conflicts and similar issues.

- \* Serves as a liaison to students and the campus departments that overlap with FPF.

Program Assessment, Analysis, and Reporting:

- \* Using various tools and applications, develops and administers all program-related evaluation and assessment materials for students, instructors, and program administration activities; designs and interprets surveys, coordinates and conducts focus groups, analyzes responses, and provides recommendations.

Policies and Procedures:

- \* Advises management on the formulation of program policies by advising them on areas needing clarification and identifying solutions; analyzes the consequences of organization's academic policies and recommends new or changed policies; recommends solutions to organization's problems without precedent.

- \* Advises new and continuing instructors on departmental/school/college and university policies and procedures.

- \* Provides information to campus partners on all FPF policies and procedures and the program's institutional relations to campus.

- \* Maintains good relations, communications and collaborative partnerships with campus affiliates to develop and improve delivery of student services.

- \* Stays abreast of changes to university, college, and Extension policies and procedures and communicates those changes, as well as implications of those changes, to program staff.

- \* Serves on the FPF Exceptional Changes committee; advises students on policies and procedures for grade disputes, incompletes, petitions for exceptional change to class schedule, program withdrawals.

Course Enrollment and Curriculum Planning:

- \* Using Cal Answers and other data systems, devises curriculum planning in collaboration with Director, and with other departments, to ensure students; progress through first-semester courses,

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avoiding conflicts, and ensuring compliance with campus-wide policies.

Student Systems Leadership:

\* Provides analytical support to the ongoing development of the program registration and student enrollment systems; serves as the lead super

user and liaison with several Extension and campus departments (including Application Services, Registrar, Office of Undergraduate Admissions, L&S, Cal Answers, SAIT, and others).

#### Required Qualifications

- \* Advanced knowledge of advising and counseling techniques.
- \* Knowledge of higher education specific computer application programs and knowledge of University and/or College 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.
- \* Knowledge of first-year academic and transitional issues.
- \* Knowledge of trends and issues facing low-income and first-generation college, underrepresented, disadvantaged, physically challenged, and under prepared students in higher education.
- \* Knowledge in the methodologies used to enhance student achievement, such as collaborative teaching/learning models, strategies for effective counseling and peer mentoring, small group facilitation and training, coaching, mentoring and advocacy.
- \* Solid communication and interpersonal skills to communicate effectively with all levels of staff, both verbally and in writing.
- \* Solid ability to multi-task and problem solve with demanding timeframes.
- \* Ability to use discretion and maintain all confidentiality.
- \* Ability to use sound judgment in responding to issues and concerns.
- \* Ability to build and maintain partnerships across campus.
- \* Skills in active listening and critical thinking.
- \* Detail-oriented and able to take initiative, work independently and as part of a team.



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#### 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=2124985&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 12-month, full-time annual renewable contract 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.

#### 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=2124985&targetURL=https://www.eeoc.gov/sites/default/files/mig

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

[url=https://apptrkr.com/get\_redirect.php?id=2124985&targetURL=http://policy.ucop.edu/doc/4000376/Nondis



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To apply, visit

[url=https://apptrkr.com/2124985]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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