

Academic Advisor (4575U) UNEX- 68833  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=235997>

Downloaded On: Jun. 29, 2024 6:36pm

Posted May 13, 2024, set to expire Jun. 30, 2024

<b>Job Title</b>	Academic Advisor (4575U) UNEX- 68833
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	May 13, 2024
<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>	Student Services Counseling Services
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**Job Description**

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**Academic Advisor (4575U) UNEX- 68833**

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,

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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 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 [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](http://grow.berkeley.edu).

#### Departmental Overview

UC Berkeley Extension, the continuing education division of the University of California, Berkeley, has been building bridges between UC Berkeley and the public since 1891. UC Berkeley Extension serves the professional and continuing education goals of thousands of people each year. Extension's programs are an essential part of the University mission to: extend the research and scholarship of UC Berkeley to a global community; increase access to higher education for non-traditional, online and international students; and improve the workforce.

#### Application Review Date

The First Review Date for this job is: 5/24/2024

#### Responsibilities

This Academic Advisor provides a full range of student services to a diverse student population, across

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a variety of subject areas, in Public Programs. Responsibilities include student and academic advising, monitoring student progress and providing interventions as appropriate, planning & facilitating events to support student success & retention (orientation, job fairs, workshops, etc), and alumni engagement.

### **Student & Academic Advising**

- Applying professional student services concepts, provides the full range of student services to the diverse student population served by Public Programs; supports students throughout their academic path, from orientation and academic advising to career counseling and alumni engagement. Consults with academic departments on policies and procedures.
- Fosters a culture of inclusion and belonging in alignment with UC Berkeley & SSALLEX mission and values. Understands the unique needs and challenges of continuing education students, such as balancing school with other responsibilities; employs a strong set of advising tools, resources, strategies to support students in achieving their educational goals.
- Determines barriers, distractions, and complications affecting a student's academic success, helps students recognize these key non-academic issues, and suggests resources and strategies available to mitigate and resolve issues.
- Reviews students' progress and advises students on requirements for program completion; Identifies students with progression problems and recommends interventions.
- Student Conduct: Responsible for understanding organization policies and advising students on policies and processes related to student conduct, student grievances, disputes, and issues regarding discrimination.

### **Events, Career Counseling & Program Alumni**

- Events: Plans and implements complex, high-visibility student events. Plans, designs, and provides or facilitates workshops for students, such as information about the organization, or academic strategies and enrichment programs.
- Student Orientation: Oversees and may conduct orientations of new students.
- Organizes job fairs.
- Advises students on internship opportunities, job market process, and the standards and norms specific to the student's field of study.
- Works with the academic department to identify potential employers; maintains a network of departments and regional firms interested in hiring students and program alumni.
- Develops and enhances a program alumni recruitment network

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## Recruitment & Admissions

- May collaborate with academic departments on recruitment activities, such as visiting job fairs at targeted institutions.
- Advises prospective students on necessary academic preparation and appropriateness of program as it pertains to the prospective applicant's goals. Identifies data needs and develops and implements new systems for tracking and analyzing data related to applications.
- May coordinate the administration, evaluation, and awarding of scholarships.
- May track and analyze data, identify subject areas that are experiencing low enrollments or completion rates, present findings to leadership, and suggest solutions such as increased recruitment efforts or alternative subject areas.
- May identify data needs and develop and implement new systems for tracking and analyzing data related to applications

## Required Qualifications

- Working knowledge of advising and counseling techniques.
- 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.
- Solid verbal and written communication skills.
- Interpersonal skills.
- Multicultural competencies; ability to work with diverse populations.
- Ability in problem identification and reasoning; ability to develop original ideas to solve problems.
- Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.

## Education and Training

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

## Salary & Benefits

- This is a 100% contract position with full benefits that ends 2 years from the date of hire, and it is eligible for renewal.
- Exempt and paid monthly.

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- This position is primarily remote, although in-person participation in recurring events, student advising, and recruitment activities is required.
- This is not a visa opportunity.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

**The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$78,000 - \$84,000 annually..**

#### 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, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).



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The [University of California's Anti-Discrimination policy](#).

To apply, visit

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

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### 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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