

College Advisor - Student Services Advisor 3 (4575U),
College of Natural Resources - Office of the Dean - 69808
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=237066>

Downloaded On: Jun. 28, 2024 2:00am

Posted Jun. 4, 2024, set to expire Jun. 30, 2024

Job Title	College Advisor - Student Services Advisor 3 (4575U), College of Natural Resources - Office of the Dean - 69808
Department	Rausser College of Natural Resources
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jun. 4, 2024
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

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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.

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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 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.

Departmental Overview

The Rausser College of Natural Resources is composed of four academic departments and a graduate group (Agricultural & Resource Economics;

Environmental Science, Policy & Management; Nutritional Sciences & Toxicology; Plant and Microbial Biology; and the Energy & Resources

Group) offering 10 undergraduate majors and 9 minors in diverse areas of natural social sciences with an undergraduate enrollment ~ 2700 students. The RCNR Office of Instruction & Student Affairs provides Major and College Advising in the same unit for one cohesive, proactive advising structure. Additionally, they administer all co-curricular experiences for the College, ranging from new student orientation to commencement.

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Under the leadership of the Assistant Dean of Instruction & Student Affairs, College Advisors administer academic advising and student services for the Rausser College of Natural Resources. College Advisors provide guidance on major selection, enrichment opportunities, student support and engagement, resources, and College and University requirements. Services provided include scheduled in-person and virtual individual advising sessions, virtual drop-in advising, and outreach activities. College advisors also administer student services programming related research, leadership training, and internships as well as high-profile events such as Golden Bear Orientation, Cal Day and Week, and Commencement. The College Advisors works collaboratively with both academic and administrative departments across campus.

Using skills as a seasoned, experienced student services professional, College Advisors provide the full range of student services within Rausser College. They independently advises students and resolves student services-related issues on the full range of academic issues inherent within UC Berkeley and advise faculty and management on a variety of student issues. College Advisors work with the RCNR OISA management to recommend changes to policies, practices, and procedures. They provide guidance on issues requiring in-depth knowledge of specialized programs provided by offices specializing in those fields, e.g., the Financial Aid & Scholarships Office, Disabled Students Program, University Health Services, Basic Needs Center, and Office of the Registrar.

The College is hiring for one position will serve as the lead advisor for the Microbial Biology major within the Department of Genetics & Plant Biology. Additionally, they will serve as the coordinator for the RCNR Honors Program and Research Showcase and liaison to Berkeley Study Abroad and the Berkeley International Offices. Additional advising duties may be assigned to meet the needs of the College.

Application Review Date

The First Review Date for this job is: Monday, June 17, 2024

This job will remain open until filled.

Responsibilities

Academic Advising (50%)

- Apply advanced student development and academic advising theories, knowledge, and

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experience to support undergraduates in identifying, defining, and obtaining their educational goals.

- Advise students on the wide range of course possibilities and/or ways to complete complicated degree requirements.
- Empower students through holistic and collaborative advising to achieve their own definition of academic and personal success.
- Engage and build relationship with students to maximize their experience at Berkeley.
- Assess and monitor students' academic progress to ensure timely declaration of major, adherence to semester limits, and advancement to degree. This includes, but is not limited to tracking progress, understanding grade points and calculating balances.
- Place academic registration holds and/or develop Academic Success Plans for students who are out of compliance with College expectations.
- Verify students' completion of degree requirements, including circumstances when there are no clear precedents or articulations, or when transfer work is involved.
- Explain registration and enrollment procedures and assist students in taking full advantage of a wide range of academic and nonacademic enrichment opportunities such as study abroad, internships, undergraduate research opportunities, scholarships, and extracurricular activities.
- Based on extensive knowledge of College policies, advise students on rules, regulations, and requirements as well as provide assistance on all aspects of a student's academic experience.
- Help students make connections with academic and non-academic departments, and make referrals to appropriate resource.
- Counsel students experiencing complex and simultaneous problems resulting in academic difficulty.
- Identify barriers, distractions, and complications contributing to academic probationary status or dismissal.
- Help students recognize these key non-academic issues, and determine proper referrals for students whose academics may be adversely affected by mental health, study habits, financial, personal or family issues or crises and initiate contact on students' behalf for additional therapeutic counseling and/or assistance from other units.
- Set terms for students who have been academically dismissed and provide guidance on how students can return and be successful.
- Identify intricate student issues/grievances such as alleged discrimination and complex grade dispute issues and refer to appropriate departments. When necessary, place advising service indicators.
- Advise on special eligibility requirements such as Honors programs, fellowships, and scholarships.
- Develop and maintain thorough knowledge of College policies, rules and regulations.

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- Create and implement workshops for students, such as information about the organization, or academic strategies and enrichment programs.
- Present information effectively in individual and group situations using electronic, written, and oral formats.

College Student Affairs Programming (35%)

- Student Affairs Portfolio - Directly plans, implements, and evaluates a portfolio of student service programs. Initially, this position will be responsible for the Honors Program, Research Showcase, and liaising with the Berkeley Study Abroad and Berkeley International Offices.
- Admissions - Holistically reviews and scores admissions applications for transfer student admission pool. Participates in admissions training related to implicit bias, confidentiality, and conflict of interest. Evaluates domestic and international transcripts for transferability of course work. Provides pre-admission advising to prospective applicants.
- Golden Bear Advising and Orientation - In collaboration with New Student Services, assists in the planning, implementation, and evaluation of advising and orienting new students to Rausser College. Develops major-specific bCourse modules and approves first term curriculum for new students. Creates and delivers presentation during Golden Bear Orientation that addresses the questions and concerns of new transfer and first-year students.
- Other College Events - Plans, implements, and evaluates complex, high-visibility student events, such as Berkeley Showcase, Commencement, Cal Day, Cal Week, Golden Bear Welcome, and Power in Community Day.

Internal and External Relations (10%)

- Serve on Advising Teams, and assist in developing and implementing innovative joint ventures with campus partners and external groups, such as community college advisors.
- Present and lead workshops, identify Golden Bear Advising activities, advising fairs, and other events; initiate, plan, and deliver cross-training programs.
- Inform other departments and campus offices on the impact of Rausser College policies (Summer Sessions, University Health Services (Tang), EOP, TRSP, ASC, DSP, etc.).
- Assist in the creation, analysis, and implementation of College deadlines, procedures for change of major or minor, readmission, late changes to course schedules, and retroactive actions.
- Participate in special programs and projects directly related to the mission of the office.
- Serve as a Rausser College campus consultant, resource, and liaison to a number of academic and administrative units on campus; provide information, clarification, and interpretation of

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College policy to the staff and faculty; participate on campus-wide committees, such as Admissions' Freshman and Transfer Yield Committee.

- Collaborate with other university offices (Admissions, Registrar, UHS, DSP, TRSP, New Student Services (NSS), Financial Aid, Summer Sessions, etc.), and consult and refer students experiencing academic, financial, and personal difficulties.

Professional Development

- Maintain professional growth and development through attendance at regular office-wide training sessions, seminars, conferences, cross-campus committees, and through participation on campus-wide committees and in professional organizations.
- Engage in continuous learning in topics related to diversity, equity, inclusion, belonging, and justice, and integrate teachings into work practices.
- Attend and give presentations in the office and at conferences such as the UCB Advising, Counseling, and Mentoring Conference, UC system-wide Academic Advising Conferences, and regional and national NACADA conferences.

Required Qualifications

- Advanced knowledge of advising and counseling techniques
- Advanced knowledge and understanding of student development theory.
- Thorough knowledge of (or can quickly learn) college policies, procedures, and requirements.
- Advanced skills in judgment, decision-making, problem solving, project management, and event planning.
- Strong abilities in reasoning, problem identification, and development of creative solutions to complex problems.
- Strong interpersonal skills and proven ability to create and maintain effective working relationships with faculty, staff and students in a diverse, inclusive campus climate.
- Administrative experience in a college setting.
- Excellent verbal and writing skills.
- Basic computer skills.

Education/Training:

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

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Preferred Qualifications

- Master's degree in Counseling, Education or Higher Education Administration and/or equivalent experience/training.

Salary & Benefits

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 \$59,100.00 - \$80,400.00.

- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.
- This is a hybrid position, eligible for up to 40% remote capability.

How to Apply

To apply, please submit your resume and cover letter.

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

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

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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