

Black/African American Org Advisor (4564U), Student
Activities Ops - 70154
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=237342>

Downloaded On: Jun. 26, 2024 2:31pm

Posted Jun. 11, 2024, set to expire Jun. 30, 2024

Job Title	Black/African American Org Advisor (4564U), Student Activities Ops - 70154
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jun. 11, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services Multicultural Affairs/Diversity
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Apply By Email

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

Organization Advising and Student Involvement Services (OASIS):

OASIS is a department of the Dean of Students Office and is at the center of student life at UC Berkeley. This campus department is responsible for facilitating leadership development opportunities in addition to encouraging student involvement and engagement within the campus community. As a team of dedicated and committed student affairs professionals, OASIS promotes a student-centered learning environment by advising and empowering students to pursue their co-curricular interests, cultivate their leadership skills, and develop holistically. OASIS provides services and resources focused on furthering students' leadership abilities as well as personal and professional development positively impacting the holistic learning and development of all UC Berkeley students. More specifically, OASIS provides advising and leadership development opportunities to student groups, including 1,100+ registered student organizations (RSOs) and campus-wide student leadership

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development and training initiatives and programs. Reporting to the OASIS Director, this position provides direct advising and support to Registered Student Organizations (RSOs).

Position Summary

This position is designed to offer holistic and comprehensive advising support for over 50 African-American/Black Identifying registered student organizations (RSOs). Additionally, this role will support general programming and services provided by OASIS. Furthermore, the individual in this position will collaborate with OASIS staff and other campus partners on various initiatives and projects.

Application Review Date

The First Review Date for this job is: 06/24/2024

Responsibilities

Student Organization Advising, Programming, and Services

- Advise registered student organizations, with a focus on African/African American/Black/Diaspora student development and student leadership development.
- Provide ongoing, transformational advising and development to a diverse population of undergraduate and graduate student leaders participating in student-initiated organizations and communities on a wide range of issues.
- Develop and implement programming and training for students and members of student organizations and communities. Advise students on student-initiated events, projects, initiatives, and activities.
- Advise groups on leadership and organizational development including but not limited to student organization mission/vision/values, interpersonal relationships, conflict resolution/restorative justice, event planning, fundraising, risk and liability mitigation, officer transitions, financial policies/procedures, and campus/community outreach.
- Work closely with other OASIS staff and various campus partners to improve and expand existing programs and to develop additional opportunities using needs assessment, research of best practices, coordination of stakeholders, and evaluation of program effectiveness.
- Advocate for students and the co-curricular experience, and make recommendations to campus stakeholders and decision-makers utilizing analytics, student learning outcomes, and assessment.
- Advocate for diverse and underrepresented communities through needs assessment, presentations, program design and implementation, resource referral, and collaboration with various campus departments.

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- Develop and maintain relationships with internal and external campus stakeholders critical to student organization sustainability and success.
- Utilize holistic wellness and advising to refer high-risk students and student organizations to appropriate campus departments.
- Independently manage individual cases regarding student affairs/student life, and/or oversee limited programs.
- May supervise graduate or undergraduate student staff.

Student Organization Administration

- Coordinate the annual re-registration process for a thousand-plus returning student organizations, the new student organization registration process, signatory orientation, and student organization/signatory communication.
- Administer and manage the Callink organizational management technology that supports roster position responsibilities, financial management, campus-wide and organization-specific elections, document storage, organization history, messaging, and campus alert capabilities.

Campus Partnerships, Committees, and Collaboration

- Identifying, creating, and maintaining collaborative partnerships with campus and community stakeholders relevant to the co-curricular experience including but not limited to: Dean of Students Office; ASUC Event Services and other facility managers; Registrar and Classroom Scheduling; Student Conduct; Risk Services; and others.
- Create and establish ongoing methods for engaging campus partners and key stakeholders in the advising, leadership development, and programming of student organizations/communities.
- Advocate for students and their co-curricular experience through assessment, analytics, and student learning outcomes.
- Serves in various capacities on departmental and divisional committees to educate and advocate on behalf of their advising areas as well as to support the continuous growth and effectiveness of OASIS, the ASUC Student Union, and the Division of Student Affairs.
- Develops and maintains effective cross-functional partnerships within OASIS to foster collaboration between the ASUC, the Graduate Assembly, and student organizations.
- Serve on campus-wide and departmental committees and task forces as needed.

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Professional Development

- Stay up-to-date on current literature and developments related to student identity development, organization development and student communities; remain current with the political and campus climate as it relates to the student co-curricular experience
- Attend relevant professional development opportunities (conferences and training) and present information for shared knowledge.
- Participate on department and campus committees, programs, and projects, as assigned.
- Remain knowledgeable on best practices related to the advising of their functional area

Other Duties as Assigned.

Required Qualifications

- Experience advising students and/or student organizations within a collegiate setting.
- Thorough knowledge of advising and counseling techniques.
- Knowledge and experience in student leadership/student development theory and practice.
- Knowledge of principles and procedures involved in risk assessment, mitigation, and managing appropriate outcomes.
- Experience developing and assessing programs to produce effective student learning outcomes.
- Ability to mediate conflict, problem-solve, and respond appropriately to student concerns.
- Experience working in partnership with student government leadership or other similar groups.
- Ability to effectively serve and understand issues of underrepresented students.
- Strong organizational and verbal/written communication skills.
- Strong interpersonal skills with the ability to work both collaboratively and independently with students, staff, faculty, and the public.
- Ability to interact at all levels with campus and community constituents and stakeholders with a high level of political acumen.
- Ability to manage multiple assignments and projects successfully in a fast-paced, politically charged environment.
- Experience designing, implementing, and facilitating training, leadership, customer service, and personal development retreats, workshops, and programs for full-time staff, student staff, interns and graduate assistants
- Experience advising students on the planning of large, complex campus events
- Experience with First Amendment guidelines to student speech, including time, place, manner

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laws, and guidelines.

- Strong ability to develop and implement goals and action plans for areas of responsibility.
- Ability to develop original ideas to solve problems and improve functional area in regards to efficiency and performance.
- Ability and willingness to explore alternatives to existing products and services and identify opportunities to improve procedures and practices
- Working knowledge of and/or can quickly learn common University-specific computer application programs.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

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

Salary & Benefits

This is a 2yr, full-time (40 hours/week), contract appointment, eligible for UC benefits with the possibility of extension with continued funding. This is a monthly paid, exempt position.

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 \$70,000.00 - \$83,300.00.

How to Apply



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- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.

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.

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, please see the https://apptrkr.com/get_redirect.php?id=5318409&targetURL=U.S. Equal Employment Opportunity Commission poster.

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

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



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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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