

Career Services Specialist (4516U) - IEOR
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=237343>

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

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

Job Title	Career Services Specialist (4516U) - IEOR
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
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Job Description

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Career Services Specialist (4516U) - IEOR

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

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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 College of Engineering (COE) 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, 1,800 graduate students and 3,200 undergraduate students located in seven academic departments, Engineering is the second largest college on the Berkeley campus.

The Industrial Engineering and Operations Research Department (IEOR) is an academic department within the College of Engineering (COE). IEOR is home to 15 core faculty, 6 emeriti, and 4-5 lecturers. The department offers bachelor's, master's, and doctoral degrees; as well as two professional master's programs - Master's of Engineering (MEng) in IEOR and Master's of Analytics. IEOR is at the forefront of research and teaching of operations research and analytics methods, as well as the advancement of quantitative methodologies to solve problems in the areas of healthcare, supply chains, energy, security, finance, and e-commerce. The department has strong ties with other departments in the UC Berkeley College of Engineering and enjoys close relationships with the departments of Statistics, Mathematics, and Economics, as well as with the Haas School of Business.

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The Career Services Specialist 3 is responsible for developing short- and long-term employer relations with all industries which hire Analytics professionals. Specifically, this role will focus on identifying and sourcing new internships and full time roles for IEOR Analytics Graduate student populations. Responsibilities include conducting outreach to develop new industry relationships and field incoming employer inquiries about internship program development and best practices and meeting and advising students 1:1 to provide career resources and feedback. In addition, co-teach a MAnalytics Internship Course which serves to create opportunities for students to engage with alumni, onboard students to the U.S. career culture and hiring practices, and and provide career preparation support and advice.

Application Review Date

The First Review Date for this job is: June 24, 2024 - Open Until Filled

Responsibilities

20% Develop employer and industry outreach to grow employer Outreach and Engagement by maintaining and enhances relationships with corporations and other organizations to develop and modify potential employer resources; promote external relations with the organization relating to career services for students and alumni by relying on analyzing and accessing economic and employment trend data. Research current trends in the job market and higher education, ensuring that resources developed are relevant and beneficial to students. As needed, adapt guidance strategies following sudden changes in the job market that require resources for new fields and extra support for affected students. This includes co-planning & execute internship-related career fairs, lab showcases etc. in partnership with Director/University Partners for Recruitment Events.

20%Counsel graduate students and alumni on career options and opportunities, including customized services for specific populations. This includes suggesting to graduate students that they identify their interests, values, skills, and personalities, and understand how these factors relate to career satisfaction and future goals. Guidance can include helping them forecast goal setting, action planning, and identifying internal/ external obstacles to obtaining goals. Additionally, educates students about various career pathways and emerging employment trends. Support students with decision-making, goal setting, action planning, and identifying internal/external obstacles to obtaining their goals.

20% Provide direct service to current students and recent alum in the form of career coaching to students. Modify and conduct workshops and presents programs to meet the needs of students and staff. This includes creating content, presentation to students and industry partners and developing and implementing marketing and outreach programs to promote programs and services to current and

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alumni

20%Co-administer program's internship process and provide administration support for the graduate student population, internal faculty partners and external employers/partners

10% Track data and use standard quantitative and qualitative assessments to help clients assess career goals. Support students with decision-making, goal setting, action planning, and identifying internal/external obstacles to obtaining their goals.

10%Contribute to building online workshops and content online such as social media, website for current students, alumni, employer, staff.

Required Qualifications

- Advanced degree in related area and / or equivalent experience / training.
- Strong knowledge of career development theories, adult development theory, counseling process, career coaching techniques, career decision making, learning styles, and job search techniques.
- Thorough knowledge of needs assessment theory, processes, and practice; workshop and program design.
- Knowledge of UC programs, career services, employer engagement/relations, alumni, and faculty needs and expectations, recruiting and staffing methods, and employment trends.
- Ability to design and modify computer applications to meet program needs, problem identification, presentation skills, verbal communication, written communication, and organization skills.
- Ability to work with people from diverse cultures - international - domestics and diverse populations.

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

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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 \$85,000 to \$95,000 yearly. This is a 100% FTE, monthly paid (Exempt) career position eligible for full benefits.

Referral Source info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

Other Information

This position is on-campus 4-5 days per week.

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

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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