

Student Affairs & Admissions Advisor (4575U) - College of
Engineering
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=237346>

Downloaded On: Jun. 26, 2024 11:02am

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

Job Title	Student Affairs & Admissions Advisor (4575U) - College of Engineering
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 Admissions/Student Records/Registrar
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Job Description

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Student Affairs & Admissions Advisor (4575U) - College of Engineering

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 College of Engineering at UC Berkeley is recognized for its educational and research excellence, consistently ranking among the top three Engineering colleges in the United States. This role will serve as the Student Affairs & Admissions Advisor for the new online Master of Advanced Study in Engineering (MAS-E) professional degree program, launching in fall 2024. The MAS-E Program works collaboratively with College of Engineering faculty, and departments and student service units across campus toward the common objective of helping students achieve their educational and career goals.

The Student Affairs & Admissions Advisor (Student Services Advisor 3), in conjunction with others in the student services team, is responsible for Berkeley MAS-E student services and advising, and applicant recruitment. Reporting to the MAS-E Program Director, the Student Affairs & Admissions Advisor oversees scheduling, enrollment, and administrative preparation for program technical course offerings, plans online events, assists with student and teaching assistant onboarding, creates

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community, and advises current and prospective students on student and academic issues.

The position involves a wide range of student services duties and responsibilities, including aiding the academic director, faculty, and students in academic advising, recruitment, admissions, the evaluation and awarding of grant funds, student orientation and events, visit day, academic boot camp, and related programs.

This is a 100% FTE (full time), 5-month contract appointment with the possibility of extension.

Application Review Date

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

Responsibilities

35% Student Services & Operations:

- Serves as a first point of contact for prospective and current students.
- Manages and develops processes for communicating resources and opportunities to students, such as the student community email. Collaborates with other staff to keep student-facing communications (e.g., emails, handouts, social media, website, etc.) effective and up-to-date.
- Monitors and audits student enrollment; assist students with enrollment questions, issues and concerns.
- Hires and coordinates GSIs for MAS-E courses.
- Schedules and communicates faculty live, online office hours.
- Supports course delivery; answers students questions about the Coursera online learning platform.
- Makes recommendations to MAS-E leadership for the improvement of programs and/or policies.
- Collaborates with the CoE and Coursera technical teams to support course enrollment and online course delivery.
- Facilitates resolution on re-enrollment or scheduling problems; recommends petition exceptions that affect the requirements of multiple departments.

30% Academic Advising:

- Applies academic advising concepts, experience, and knowledge of widely recognized advising theories/philosophies to identify and address student issues.

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- Manages multiple start dates of MAS-E cohorts using a holistic advising approach.
- Monitors student academic progress and advise students on degree requirements.
- Consults colleagues and other student service units regarding students who are experiencing complex academic, financial, and personal difficulties.
- Assesses problems that arise affecting students, investigate alternatives, and utilize creativity and expert understanding of student matters to devise and implement solutions.
- Advises students on college and university policies and procedures.
- Collaborates with students, faculty and staff to identify and implement innovative approaches to meeting the academic and student engagement needs of a diverse and changing student body.

20% Recruitment, Admissions & Financial Aid:

- Plans and implements outreach programs with specific target audiences and institutions; develops and conducts regularly scheduled program information sessions throughout the year.
- Advises prospective applicants on necessary academic preparation; appropriateness of program as it pertains to the prospective applicant's goals.
- Utilizing in-depth knowledge of the organization's enrollment criteria, screens applicants for course enrollment; evaluates domestic and international transcripts for course eligibility.
- Oversees the administration, evaluation, and awarding of program scholarships.
- Advises students on financial aid options of the organization.

15% Community and Event Management:

- Manages student academic and co-curricular community-building programming.
- Proactively develops programs, workshops, and services in support of career development.
- Leads the planning and implementation of student-facing events (e.g., workshops, presentations, tours, tabling, designations, open houses, etc.).
- Supports the planning and implementation of major program events (e.g., end of semester showcases, MAS-E orientation and commencement, public open houses, etc.).
- Develops and enhances student and alumni community networks.

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Working knowledge of advising and counseling techniques.
- Knowledge of University-specific computer application programs and knowledge of University

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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.
- Knowledge of complex U.S. visa and immigration procedures, compliance issues, and employment eligibility / authorization for international students and scholars.
- 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.

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 \$4,925.00 to \$6,700.00 monthly (\$59,100.00 to \$80,400.00 annualized). This is an Exempt, monthly paid position.

Other Information

This is a 100% FTE (full time), 5-month contract appointment with the possibility of extension.

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



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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](#).

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



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