Student Services Advisor 4 (4576U) Job 69479 - EECS
Center for Student Affairs
University of California, Berkeley

Job Title	Student Services Advisor 4 (4576U) Job 69479 - EECS Center for Student Affairs
Department	Electrical Engineering and Computer Sciences
Institution	University of California, Berkeley
	Berkeley, California
Date Posted	Jul. 24, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services
	Counseling Services
Apply Online Here	https://apptrkr.com/5385236
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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 Department of Electrical Engineering and Computer Sciences (EECS) in both the College of Engineering and the Division of Computing Data Science and Society (CDSS), is the largest department on the Berkeley campus consisting of over 130 faculty, adjunct, active emeriti and PIR appointments, 3,500+ undergraduates both in the College of Engineering and the College of Computing, Data Science and Society, 750 graduate students, and 60+ staff members. EECS programs are consistently ranked in the top three by many measures, including U.S. News & World Report's national and global ranking. Annual operating budget not including research expenditures for EECS is $37+ million.

The Department is actively engaged in teaching and research in the disciplines of Artificial Intelligence, Computational Biology, Databases, Graphics, Hardware / Architecture, Human-Computer Interaction, Operating Systems / Networking, Programming Systems / Software, Scientific Computing, Theory,

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Vision (in Computer Science) as well as Biosystems, Communication/Networking, Communications/Physical Layer, Control, Design, Modeling, and Analysis, Electromagnetics/Antennas, Integrated Circuits, Optics, Physical Electronics Devices, Physical Electronics/MEMS, Optoelectronics, Energy, Robotics, Signal Processing for Image & Video, Signal Processing for Speech & Audio (in Electrical Engineering). Computer Science operates research and instructional laboratories in Soda Hall and Sutardja Dai Hall, and Electrical Engineering operates facilities in Cory Hall and Sutardja Dai Hall. EECS also has a significant technical staff support structure to provide support for research and instructional laboratories and fabrication facilities.

Reporting to the EECS Director of Graduate Matters, the position serves as the Graduate Student Services Advisor for the Computer Science division (approx. 250 students) and supports the work of the EECS student services unit by assisting the Director for Graduate Matters with graduate student services for the department as a whole.

Responsibilities

50% Academic Advising:

Identifies and refers for resolution intricate student issues / grievances such as alleged discrimination, complex grade dispute issues, and students' personal crises; recommends petition exceptions that affect the requirements of multiple departments; facilitates new course approval through interaction with the Coordination of College Policy, Academic Senate, or similar organization. Advises continuing graduate students on all aspects of their degree programs such as registration and enrollment, policies and procedures, degree requirements, petitioning for expectations, administrative issues, personal issues affecting studies, departmental and campus programs and graduation. Monitors student progress, update and manages student records and graduate student database. Services as the main contact for communication between the graduate students and the university. Keeps graduate students informed of important dates and deadlines as well as relevant departmental and university news along with overseeing the monthly newsletter. Provides counseling support and references to other university resources as determined necessary. Exercises judgement with respect to confidentiality and sensitivity of student issues and concerns. Act as liaison with other campus offices for students with problems/conflicts. Serves as backup advisor for EE doctoral students.

20% Department/School/College Policies:

Advises chairs/deans on the formulation of departmental/school/college policy by advising them on areas needing clarification and identifying solutions; analyzes the consequences of organization's

academic policies and recommends new or changed policies; recommends solutions to organizations problems without precedent.

Recommends resolutions of student issues and/or grievances to Director and Vice Chairs of Grad Matters. Approves, denies or makes recommendations regarding petitions and requests to the Vice Chair as needed. On behalf of the Vice Chair, composes correspondences including verification letter, completion of degree requirements, petitions for exceptions, exemptions or extensions. Exercises designated signature authority on appropriate Graduate Division forms.

Advises faculty on policies and procedures on all aspects of graduate students regarding the degree program. Analyzes existing departmental policies, programs and procedures as they relate to CS graduate students and the department graduate population as a whole. Works with staff, faculty members/committees, and graduate student leaders to revise or update them, identifying potential solutions and/or clarifications and paying attention to the consequences of any proposed changes.

20% Program Oversight:

Within an academic department/school/college provides, and makes recommendation for the improvement of the CS Graduate Program. Assists the Director and Executive Director with providing leadership and professional expertise in operations for continuing graduate student matters. Coordinates the CS division's preliminary exam and biannual graduate student review. identifies areas of needs within the existing graduate program and work with staff, faculty, and staff leadership to address these issues.

Collaborates with the EECS administrative computing group, graduate unit staff and student leaders to update and improve the student database, student website, and other departmental student information systems. Suggest ways to streamline and automate processes to enhance the student services experience as well as staff efficiency and effectiveness.

Assists the admissions officers with student recruitment, and workshops. Provides student data and statistics about the graduate student population and academic progress for use in the department's strategic planning, grant proposals, and for the College of Engineering. Leads the student affairs team with special events, programs and project such as new graduate students orientation, commencement, and department town halls and assists with visit day.

5% Professional Development:

Participates in professional student services committees that develop policies/procedures with

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nationwide impact. Maintain and update a working knowledge of College and campus student affairs issues by taking appropriate classes, attending campus-wide student affairs meeting, and networking with peers. Stay current with higher education trends particularly as related to Electrical Engineering and Computer Sciences.

5%: Other duties as assigned.

Required Qualifications

- Previous experience advising students at the university level.
- Advanced knowledge of advising and counseling techniques. Demonstrated understanding of the principles and practices of graduate student services at UC or a large research university.
- Familiarity with EECS programs and requirements.
- Skills in monitoring/assessing people, processes or services, to make improvements.
- Skills in project management, social perceptiveness to be aware of others' reactions and understanding why they react as they do. Able to work independently and effectively to manage multiple important priorities.
- Ability in problem identification and reasoning; ability to develop original ideas to solve problems, persuasion, leadership.
- In-depth knowledge of the field's post-degree employment opportunities and practices. Strong interpersonal skills. Multicultural competencies; ability to work with diverse populations.
- Proven ability to create and maintain effective working relationships with faculty, staff and students.
- Ability to work as a team member.
- Excellent verbal and written skills.
- Organize and service-oriented.
- Knowledge of common computer application programs, such as the MS office suite and Adobe Acrobat. Experience with website maintenance.
- Hands-on experience and expertise with UC Computer systems used for student services.
- Interest in supporting the work of a large academic department in a research university.
- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Master's degree in Student Affairs, Counseling, or a related field.

Salary & Benefits

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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 $70,100 - $97,400.

- Salary is commensurate with experience.
- This position has a hybrid schedule with 3 days on campus and 2 days remote.

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.

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.

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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.

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

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University of California, Berkeley

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