

Collegiate Recovery Program Coordinator (4564U),
Student Support & Belonging - 70319
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238854>

Downloaded On: Aug. 10, 2024 7:13am

Posted Jul. 31, 2024, set to expire Nov. 4, 2024

Job Title	Collegiate Recovery Program Coordinator (4564U), Student Support & Belonging - 70319
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 31, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Student Services Counseling Services
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Job Description

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Collegiate Recovery Program Coordinator (4564U), Student Support & Belonging - 70319

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 Center for Support and Intervention, within the Office of the Dean of Students, provides substance use recovery support services, violence prevention education, and support for students in distress to the UC Berkeley campus community.

Position Summary

Working within the Office of the Dean of Students and under the supervision of the Assistant Dean of Students and Director for the Center for Support and Intervention, the Collegiate Recovery Program Coordinator position exists to develop and grow efforts related to students in recovery from substance use at the University of California, Berkeley. This position collaborates closely with campus partners such as Health Promotion, the Gender Equity Resource Center, Residential Life, Fraternity and Sorority Life, and Social Services in developing services for students. These services may include, but

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are not limited to, organized support meetings for students, one on one academic and social support for students, social programs, campus prevention education, and harm reduction initiatives such as fentanyl test strip and overdose reversal medication distribution. This position oversees a team of student staff members who assist with the daily functions of the program. This position is non-clinical and non-therapeutic.

Application Review Date

The First Review Date for this job is: 07/05/2024. This position is open until filled.

Responsibilities

Collegiate Recovery Coordination:

- The Program Coordinator will manage the day to day operations of the collegiate recovery community, student events and activities, inquiries about the program, identify and coordinate space for meetings and activities, and respond to inquiries about university and programmatic issues.
- The position will also supervise student employees engaged in recovery initiatives.
- The Program Coordinator will also assist students in their transition into school and out of school, as well as help them navigate the university by connecting them with resources both on and off campus.
- Other duties include providing one on one support to students and serving as the program's point of contact for students, parents, faculty and staff, and delivering outreach and educational presentations.

Campus Collaborations:

- This position will work with key campus colleagues in Health Promotion, Counseling and Psychological Services, New Student Services, Fraternity and Sorority Life, Residential Life, Center for Support and Intervention, Basic Needs, Underground Scholars, Transfer Center, Veterans Services, Disabled Students Program, and other campus constituencies to address the needs of students in recovery throughout the institution.
- They will serve as the subject matter expert on these issues in the Dean of Students portfolio and work to identify and address critical needs proactively in policy and practice in the interest of students in recovery.

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Consultation and Support:

- This position will work with the Center for Support and Intervention's Case Managers as a subject matter expert on substance use and recovery issues.
- Develops and maintains relationships with internal and external campus stakeholders critical to program success.
- The position will develop relationships and collaborations with local social services and agencies who support people in recovery from substance use.

Required Qualifications

- Thorough knowledge of advising and counseling techniques.
- Strong knowledge of and/or can quickly learn common University-specific computer application programs.
- Knowledge of and/or can quickly learn University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Thorough knowledge of Student Affairs/Student Life specialization.
- Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
- Abilities in project management, problem identification and reasoning skills.
- Ability to develop original ideas to solve problems.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Understanding of the current Collegiate Recovery Program landscape across the country.
- Strong knowledge of recovery frameworks, including harm reduction, to support students in recovery from substance use.
- Master's degree in student affairs, education, social welfare, counseling, or related field and/or equivalent experience/training.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC 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 \$76,000.00 - \$80,400.00.

How to Apply

- To apply, please submit your resume. You may optionally submit a cover letter with your resume to provide additional context to your application. You will not be penalized for not submitting a cover letter.

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 40% remote work.

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



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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=5385720&targetURL=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/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

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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