

Academic Achievement Counselor (4501U), Center for
Educational Equity and Excellence - 69060
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238859>

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Posted Jul. 30, 2024, set to expire Nov. 4, 2024

Job Title	Academic Achievement Counselor (4501U), Center for Educational Equity and Excellence - 69060
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 30, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services Educational Services Counseling Services
Apply Online Here	https://apptrkr.com/5385738

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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



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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 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 Transfer Student Center (TSC) provides comprehensive support and services to UC Berkeley transfer students, many of whom are first-generation, low income, and from an underrepresented student community. The center is one of multiple programs within the Centers for Educational Equity and Excellence (CE3) in the Division of Equity and Inclusion.

The Transfer Equity and Success Counselor understands and recognizes the challenges and responsibilities that transfer students experience at Berkeley and assists with developing support strategies that help transfer students navigate the transition to the research university and find a balance between personal responsibilities, the academic demands of UC Berkeley, and professional goals and aspirations. The Equity and Success Counselor aids students in managing the various

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extenuating circumstances and unexpected crises that may impact their lives while ensuring progress towards degree completion. Students receive support transitioning to the university, adjusting to a new campus culture, selecting courses, navigating new systems and processes, understanding financial aid, exploring career options, and preparing for life after Berkeley.

Involves providing individualized services to students who transfer to Berkeley from other colleges and universities many of whom are underrepresented, low income, first-generation college students, and/or otherwise at a higher risk of experiencing academic difficulty. Services may include academic needs assessment, developing individual study plans, recognizing, and addressing academic and non-academic barriers to academic success, and counseling on other aspects that may affect student retention and academic success. Includes specializations in particular underrepresented groups, particular academic skills (e.g., research skills, preparation for graduate programs), and student success programs and services. In addition to providing high-touch individualized academic counseling, the position assists in the delivery of program elements that include financial aid guidance and financial assistance (including grants, waivers, and fee reductions), grad school preparation resources, transitional support, workshops/seminars, curriculum development for transition courses, leadership and mentorship programs, service-learning internships, and an extensive campus referral network.

The Centers for Educational Equity and Excellence (CE3) is a cluster of multiple student support programs in the Division of Equity and Inclusion. CE3 provides complex and multi-format programs and services to priority student populations to ensure their successful transition into the academy, academic success, graduation, and transition to graduate programs and professional careers. These services have a critical impact on the campus' ability to fulfill its mission of equity, access, and inclusion to California's diverse population.

Application Review Date

The First Review Date for this job is: Wednesday, May 29, 2024

Responsibilities

- Provides comprehensive holistic counseling across disciplines and colleges / schools to "at risk" populations of transfer students (e.g., low-income, first-generation college, underrepresented populations, etc.).
- Incorporating a variety of theoretical approaches, provides consistent holistic academic counseling services to students from postadmission through graduation from undergraduate and graduate and professional students.

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- Conducts comprehensive analyses of students' issues and needs and develops a plan of action to enhance students' academic success.
- Assists students in understanding and navigating university policies.
- Provides financial aid counseling and academic crisis intervention.
- Supports in the triaging of students to respective resources.
- Documents all service contact and interventions using the Berkeley Online Advising (BOA) platform in order to fulfill TSC, Sharer Scholars, and PSSG evaluation and reporting expectations.
- Manages caseload of 25-30 Sharer Scholars by monitoring their progress, directly administering required counseling appointments, and referring to appropriate resources.
- Leads the Transfer Transition seminar course, including facilitating and updating curriculum for multiple sections.
- Plans, implements, and facilitates co-curricular and personal development seminars / workshops.
- Develops and delivers programming including coordinating cross-departmental collaborations designed to promote enrichment, discovery, and academic engagement.
- Leads individual transition seminar section specifically for Sharer Scholars and coordinates three or more all Sharer all-cohort meetings each year.
- Plays a lead role in coordinating the Sharer Scholars Program, including overseeing participant selection, tracking, and reporting.
- Maintains Sharer Scholar website and prepares program reports for the Sharer Foundation.
- Consults with foundation president on complex cases and instances of emergencies/extenuating circumstances affecting Sharer Students.
- Administers Sharer Scholars awards and tracks scholarship disbursements.
- Helps to administer the Postsecondary Student Success Program Grant by implementing grant activities and reporting on grant objectives.
- Responsible for maintaining up-to-date and timely documentation of all student meetings and programmatic contact.
- Provides supervision and staff support to student staff.
- Works with academic departments, faculty, and department management to help resolve specific student academic issues.
- Keeps abreast of student trends in higher education, particularly low-income and first-generation college populations.

Required Qualifications

- Demonstrated knowledge of the theories and practice of counseling, learning, human and career development that support the success of transfer students the 4-year research university.
- Knowledge in how to enhance students' intellectual and personal growth and development,

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including critical thinking, effective communication, self-appraisal, self-esteem, clarification of values, appropriate career choices, and leadership.

- Knowledge of the methodologies used to enhance student achievement, such as collaborative teaching / learning /facilitating models, strategies for effective counseling and peer mentoring, small group facilitation and training, coaching, mentoring, and advocacy.
- Experience in developing, coordinating, and delivering programming/workshops/events to enhance student experience and achievement both individually and in group settings.
- Knowledge of trends and issues facing low-income and first-generation college, underrepresented, disadvantaged, physically challenged, and under prepared transfer students in higher education.
- Knowledge and experience in analyzing complex situations and identifying solutions for problem-solving; skills and experience in developing and administering programs designed to meet the diverse needs of students.
- Demonstrated experience in recruiting, training, and supervising peer mentors.
- Familiarity with and/or ability to learn about campus resources (Basic Needs Center, Financial Aid Office, Career Center, etc.) that provide support to underserved students
- Strong multicultural humility and ability to work with stakeholders from diverse backgrounds and identities.
- Knowledge of federal, state, and local requirements to provide for access, health, confidentiality, and safety; legal and ethical issues governing the delivery of counseling services.
- Knowledge and experience in researching, compiling and analyzing data, and generating reports.
- Knowledge of federal, state, and local requirements for access, health, confidentiality, and safety; legal and ethical issues governing the delivery of counseling services.
- Knowledge of and experience in conflict management and intervention strategies.
- Experience in working with historically underrepresented ethnic minority communities, and first-generation college students.

Education/Training:

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

Preferred Qualifications

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

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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 \$72,000.00 - \$77,000.00.

- This is a 36-month, 100%, full-time (40 hours per week), contract position that is eligible for full UC benefits with the possibility of extension.
- This position is exempt and paid monthly.
- This is a hybrid position, eligible for up to 40% remote capability.

How to Apply

To apply, please submit your resume and cover letter.

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



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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 [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

University of California, Berkeley

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