

**Career Services Specialist (4516U) 70747**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=239102>

Downloaded On: Jul. 27, 2024 12:22pm

Posted Jul. 25, 2024, set to expire Nov. 3, 2024

**Job Title** Career Services Specialist (4516U) 70747  
**Department**  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Jul. 25, 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) 70747**

**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](https://grow.berkeley.edu).

### Departmental Overview

The Social Science Career Readiness Internship Program (SSCRIP) is a division-wide program for undergraduate social sciences majors who are interested in a summer internship to gain experience as they prepare to join the workforce. With a focus on low-income, underserved and first generation students, SSCRIP participants are guaranteed a domestic paid internship, or a sponsored international internship upon completion of a required career readiness course.

### Application Review Date

The First Review Date for this job is July 21, 2024

### Responsibilities

### Program Management:

- Establishes program goals and action plans; determines priorities and sets deadlines; develops tools to meet programmatic objectives.

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- Coordinates with Berkeley Career Engagement, the Public Service Center, and the Social Sciences Division Development team on presenters for the required career readiness courses (how to build interview proficiency, industry knowledge, communication and networking skills, and offer evaluation and negotiation skills, etc.).
- Develops and administers program evaluations to improve processes, the student experience, and overall program effectiveness.
- Evaluates the short-term and long-term success of the program and makes recommendations to changes in policies, practices, and procedures.
- Maintains and enhances relationships with campus and external partners, often in coordination with the Social Sciences Division Development team.
- Organizes and maintains SSCRIIP alumni contact information, including data about academic status, internship and career outcomes (post-graduation), and other pertinent information.
- Organizes, updates and distributes program/course materials and resources.
- Coordinates administrative and operational tasks including but not limited to processing students' stipends and travel, expense pre-approvals, reimbursements; tracks expenses to ensure they do not exceed the program budget.

### Recruitment & Admission:

- Develops and implements an annual outreach/recruitment plan; oversees creation and delivery of outreach and marketing materials; oversees and manages social media marketing efforts.
- Coordinates the SSCRIIP application process; advises selection committee and organizes meetings; collects, organizes, and shares applications with the selection committee.
- Gathers admissions evaluations from the selection committee, coordinates the selection process, and notifies applicants of decisions.
- Makes updates and improvements to the SSCRIIP application and review process as needed.

### Internship Placement & Advising:

- Coordinates the internship application, placement, and agreement process with the Public Service Center and external industry partners.
- Coordinates student placements with international providers; process payments to providers; resolve placement issues.
- Helps students identify their interests, values, skills, and personalities, and understand how these factors relate to academic / career satisfaction and choices.
- Assists students in developing strategies to solve career challenges.

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- Resolve student related issues and grievances during and after the program.

**Event Management:**

- Organizes networking events for SSCRIIP participants.
- Convenes the end of year debrief with stakeholders.
- Organizes a celebration for SSCRIIP participants and stakeholders at the end of the program.

**Required Qualifications**

- 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, alumni, and faculty needs and expectations, recruiting and staffing methods, and employment trends, or comparable institutional knowledge.
- 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.
- Bachelor's degree in related area and/or equivalent experience/training

**Preferred Qualifications**

- Advanced degree in related area and/or equivalent experience/training

**Salary & Benefits**

This is a 2-year contract position. Extension is possible with continued funding. The position is eligible for 40% hybrid remote work.

This position is eligible for the full range of UC benefits. For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

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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 range that the University reasonably expects to pay for this position is \$75,000 - \$88,600, annually.

### 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.

### 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](#).

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**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

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**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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