

Undergraduate Advisor (4575U) - 71181
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242531>

Downloaded On: Aug. 10, 2024 9:10am

Posted Aug. 1, 2024, set to expire Nov. 28, 2024

Job Title Undergraduate Advisor (4575U) - 71181
Department Music
Institution University of California, Berkeley
Berkeley, California

Date Posted Aug. 1, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Educational Services
Counseling Services

Apply Online Here <https://apptrkr.com/5480669>

Apply By Email

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.

The University of California, Berkeley, is one of the world's leading institutions of higher education,

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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 Music at Berkeley is one of the oldest and most prominent in the country, bringing together a renowned group of composers, scholars, and performers. For more than 100 years, UC Berkeley's Department of Music has championed professionalism, academic rigor, and the highest caliber of research. The department is dedicated to a liberal education in the Arts and Humanities, introducing students to a wide variety of music practices in performance, music composition and technology, theoretical and creative studies, and historical and cultural studies. The curriculum is responsive to the interests of a diverse student body and cultivates a broad expertise in the field.

The Department of Music boasts a roster of distinguished Bay Area artists offering individual musical instruction, a treasured collection of classical instruments, as well as four buildings: Hertz Concert Hall, the Jean Gray Hargrove Music Library, the Center for New Music and Audio Technology and Morrison Hall. Through its courses and concerts the department reaches out to hundreds of students from other departments, to its many alumni, and to the general public.

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With recent changes to diversify its course offerings and its major requirements, along with renewed interest in the value of study in the Arts and Humanities, the Department of Music is one of the fastest growing majors at UC Berkeley. We are serving a larger and more diverse body of students, and more Music majors, than ever before.

Position Summary

The Undergraduate Advisor has broad responsibility for implementing the undergraduate curriculum for the Department of Music and for guiding 200 Music majors and 65 Music minors through that academic program, counseling them regarding choice of major, academic progress, completion of breadth requirements, and program planning to meet academic, career and personal goals. The position entails a wide range of student services duties and responsibilities: curriculum planning, student orientation and events, academic advising and related programs.

Application Review Date

The First Review Date for this job is: 08/08/2024.

Responsibilities

Academic Advising:

- Advises students on a range of policy, programmatic, and administrative issues relevant to admission to and completing the undergraduate major.
- Reviews students' progress and advises students and faculty on requirements for degree/program completion.
- Identifies students with progression problems and recommends interventions.
- Advises faculty on departmental/school/college and university policies and procedures;
- Responsible for interpreting organization policies and advising students and faculty on student conduct, student grievances, disputes, and issues regarding discrimination.
- Advises students on job and graduate school application processes and strategies, and the standards and norms specific to the student's field of study.

Recruitment, Admissions and Orientation:

- Meets with visiting prospective students to give tours and answer admissions questions.
- Advises prospective applicants on necessary academic preparation; appropriateness of program

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as it pertains to the prospective applicant's goals.

- Evaluates transfer students, considering the quality of the music courses taken at their previous school (Admit to Major Pilot/Program).
- Coordinates Department's participation in Cal Day and Golden Bear Orientation, as well as visits for prospective and incoming Music major freshman and transfer students.
- Plans and implements New Undergraduate Orientation and Reception in the fall and spring semesters.

Curriculum Planning:

- In consultation with Chair, faculty and Department Manager, recommends courses to be offered each term based upon department major requirements, enrollment trends, course restrictions, and faculty availability.
- Recommends to department leadership replacement courses when necessary.
- Works with other departments to set up cross-listed and room-shared courses.
- Collects, analyzes, and provides statistics on enrollment trends to department management.
- Manages student enrollment for efficient use of classroom space and resources, and ensures students are enrolled based upon established priorities.
- Sets up enrollment limits, seat reservations, and other course restrictions.
- In consultation with faculty, drops no-shows and replaces them with the highest- priority waiting-list students.
- Provides information to faculty and visiting instructors about scheduling procedures and practices and enrollment needs.
- Devises solutions to classroom space and scheduling problems, taking into account the curriculum needs of students, the needs of faculty, and available options.
- Advises department/school/college chair/dean on complex curricular issues and recommends courses of action when new courses, programs are introduced.
- Utilizing extensive knowledge of course content, facilitates new course approval and curriculum revisions through interaction with the Coordination of College Policy, Academic Senate, or similar organization.
- Projects future course planning based upon faculty availability, taking into account sabbaticals, fellowships and grants, internal and external administrative assignments, and courses taught in other departments and/or other universities.

Supervision:

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- Supervise a team of part-time work-study student staff providing reception and clerical support to the Department of Music.
- Tasks to include: hiring, maintenance of accurate work schedules, tracking workstudy award usage, communication with staff, timecard approval, necessary training, resolving scheduling issues and personnel grievances when necessary and providing performance feedback as appropriate.

Other:

- Coordinates undergraduate student awards and prizes.
- Collaborates on planning and production of high-visibility student events, such as commencements.

Career Development:

- Participates in campus-wide advising forums and committees as opportunities arise to share department concerns and participate in campus-wide solutions.
- Attends trainings to enhance advising skills and for career development.

Required Qualifications

- Working knowledge of advising and counseling techniques.
- Interpersonal skills.
- Multicultural competencies; ability to work with diverse populations.
- Ability to communicate effectively orally and in writing.
- Strong attention to detail.
- Ability in problem identification, reasoning.
- Ability to develop original ideas to solve problems.
- Knowledge of music theory and/or practice.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Knowledge of and/ or can quickly learn University-specific computer application programs.
- Knowledge of and/ or can quickly learn University and departmental principles and procedures

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involved in risk assessment and evaluating risks as to likelihood and consequences.

- Ability to analyze and communicate trends in course enrollments.
- Bachelor's or advanced degree in Music, Education or other related area.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC 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 \$61,200.00 - \$83,200.00.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 40% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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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

https://apptrkr.com/get_redirect.php?id=5480669&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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