

Petition Processing Assistant (4573U) - 71013
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242550>

Downloaded On: Aug. 10, 2024 9:13am

Posted Aug. 2, 2024, set to expire Nov. 28, 2024

Job Title Petition Processing Assistant (4573U) - 71013
Department
Institution University of California, Berkeley
Berkeley, California

Date Posted Aug. 2, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administrative Support/Services

Apply Online Here <https://apptrkr.com/5480788>

Apply By Email

Job Description

Image not found or type unknown



Petition Processing Assistant (4573U) - 71013

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

Petition Processing Assistant (4573U) - 71013 University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242550>

Downloaded On: Aug. 10, 2024 9:13am

Posted Aug. 2, 2024, set to expire Nov. 28, 2024

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

College Overview:

The College of Letters & Science is the largest of the university's 14 colleges and schools and the most prestigious teaching and research unit in the UC system. L&S encompasses more than half of the campus' faculty, three-quarters of its undergraduate students, and half of its Ph.D. candidates. Organized into five divisions: Arts and Humanities, Biological Sciences, Mathematical and Physical Sciences, Social Sciences, and the Undergraduate Division, L&S offers students a choice of more than 70 departmental majors, joint majors, and simultaneous degree programs as well as vast opportunities to study and conduct research both within and outside of the traditional disciplines.

Departmental Overview:

The L&S Office of Undergraduate Advising (OUA) provides academic advising to newly admitted, currently enrolled, and readmitted undergraduate students (approximately 23,000). Additionally, OUA provides guidance on academic programs, policies, and procedures in the College of Letters &

Petition Processing Assistant (4573U) - 71013 University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242550>

Downloaded On: Aug. 10, 2024 9:13am

Posted Aug. 2, 2024, set to expire Nov. 28, 2024

Science. OUA enforces and adjudicates the academic regulations of the College to ensure the integrity of the degree and the continuing quality of the institution. Decisions made by OUA impact all academic units within the College of Letters & Science and set a precedent for other Colleges on campus. OUA works collaboratively with academic and administrative departments across campus. To enhance the student experience, OUA utilizes an Advising Neighborhood model by division and academic discipline, resulting in College Advisers and Undergraduate Major Advisers working more closely and collaboratively with each other. Learn more about our mission and values here:

<https://lsadvising.berkeley.edu/mission-and-value-statements>.

Position Summary

The purpose of this position is to support petition advising, review, and processing.

Application Review Date

The First Review Date for this job is: 08/05/2024.

Responsibilities

PETITION ADVISING

- Under close supervision of the Frontline Supervisor, provides general information about College requirements and responds to inquiries about different forms and petitions.
- Supports L&S Advising office with preparing materials about College academic policies and petitions.

PETITION REVIEW & PROCESSING

- Processes approved petitions and forms; routes petitions to departments and other units on campus.
- Reviews submitted petitions and forms for accuracy and completion.
- Enters petition data in student systems.
- Gathers and assembles analytical and factual petition data as needed.

PROJECTS

Petition Processing Assistant (4573U) - 71013 University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242550>

Downloaded On: Aug. 10, 2024 9:13am

Posted Aug. 2, 2024, set to expire Nov. 28, 2024

- Provides administrative support to the intake advising team.
- Edits and proofreads written materials for content consistency.
- Maintains spreadsheets and supports analysts with identifying data trends.

PROFESSIONAL DEVELOPMENT

- Participates in adviser training and growth opportunities; cultivates knowledge of best practices in academic advising.

Required Qualifications

- Basic knowledge and experience working with a diverse student population.
- Ability to communicate effectively orally and in writing.
- Interpersonal skills.
- Multicultural competencies; ability to work with diverse populations.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Basic knowledge of and/or can quickly learn UC and the department/school/college.
- Knowledge of or ability to learn administrative procedures and processes including word processing, spreadsheet and database applications.
- Organizational skills with the ability to multi-task and pay close attention to details.
- Experience with or ability to organize and execute numerous projects in a high-pressure, fast-paced environment.
- Ability to prioritize work effectively based on learned knowledge of Campus
- Exercise appropriate initiative; demonstrate proper perseverance and follow through; and display sound judgment.

Salary & Benefits

This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid hourly and eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the

Petition Processing Assistant (4573U) - 71013 University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242550>

Downloaded On: Aug. 10, 2024 9:13am

Posted Aug. 2, 2024, set to expire Nov. 28, 2024

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 \$27.00 - \$30.00.

How to Apply

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

Other Information

- This is not a visa opportunity.
- This recruitment has 2 openings.
- This position is eligible for up to 60% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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

Petition Processing Assistant (4573U) - 71013
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242550>

Downloaded On: Aug. 10, 2024 9:13am

Posted Aug. 2, 2024, set to expire Nov. 28, 2024

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=5480788&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

University of California, Berkeley

,