

Assistant Director of Undergraduate Advising (4541U)  
71939  
University of California, Berkeley

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Downloaded On: Oct. 6, 2024 7:16am

Posted Aug. 26, 2024, set to expire Dec. 21, 2024

<b>Job Title</b>	Assistant Director of Undergraduate Advising (4541U) 71939
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 26, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Student Services
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**Job Description**

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**Assistant Director of Undergraduate Advising (4541U) 71939**

**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

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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](http://grow.berkeley.edu).

### **Departmental Overview**

Biosciences Divisional Services (BDS) supports the Departments of Integrative Biology (IB) and Molecular and Cell Biology (MCB). The new Neuroscience (NEU) Department that launched on July 1, 2024 will be administratively housed under BDS.

Currently, the IB and MCB departments form one of the largest academic research units at UC Berkeley. By several measures (including number of faculty and students, budget, and assigned square feet), these departments are larger than many UCB colleges and schools. BDS represents over 186 faculty FTE (including Adjuncts, Professors of the Graduate School, active emeriti and 15 HHMI professors); 77 researchers and specialists; 150 postdoctoral researchers; 375 graduate students; 80 department staff members. Financial resources include approximately \$51M in annual extramural funding (which accounts for over half of the total sponsored research awards in the College of Letters & Science) and over \$46M other fund sources. The department has 1,800 declared undergraduate majors (the largest majors on the Berkeley campus) and a total annual enrollment in classes of ~20,000. Department personnel are currently housed in eight buildings located in three widely separated parts of the campus.

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### **Application Review Date**

The First Review Date for this job is September 5, 2024

### **Responsibilities**

#### Program Oversight and Administration

- Develops, interprets, and administers undergraduate student academic programs for the IB, MCB, and NEU Departments, providing direction to the student academic advisors on the more complex and/or precedent-setting issues encountered.
- Oversees organization of advising functions, development and organization of the peer advising programs and planning, student club events, and scheduling and supervising of workshops and annual events for each unit.
- Analyzes, develops, and modifies techniques and processes for methods of advising, and procedures to improve delivery of UAO services, ensuring that programs of the unit are coordinated with campus-wide student services.
- Acts as an advocate for the diverse student population and provides opportunities for staff to increase their awareness of the many populations supported.
- Explores new technologies to improve the delivery of services. Ensures the effective use of campus student information systems and departmental student databases.
- Develops and maintains a UAO communications plan that includes the websites, weekly newsletters, communications to current and intended students, etc.
- Develops ongoing cross-training and professional training opportunities across campus for advisors.
- Identifies critical issues and potential problems to the Director of Student Services.

#### Supervision and Staff Management

- Directs 6 Student Academic Advisors in the Undergraduate Advising Office (UAO) who provide the full range of academic advising to students in the Integrative Biology (IB), Molecular & Cell Biology (MCB), and Neuroscience (NEU) majors.
- Hires, trains, and evaluates the Student Academic Advisors in the unit. Makes recommendations for salary actions, training, and hiring.
- Monitors and evaluates employee performance. Recommends corrective action if necessary.
- Oversees progress and success of advising functions and projects, providing training, coaching, guidance and support when necessary to ensure that the assigned staff member has the skills and resources necessary to succeed.

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- Promotes and facilitates a cooperative, team approach within the functioning of the unit, and fosters a sense of professionalism within the office.
- Oversees the effective and appropriate use of campus and departmental information systems that support advising of students.
- Plans, schedules, and assigns specific tasks and projects that must be completed for the unit, including, but not limited to, the organization and coordination of Cal Day, Golden Bear Advising, Golden Bear Orientation, departmental honors programs, and commencement ceremonies.

#### Undergraduate Program Committee Memberships

- Serves as an active member of the IB Undergraduate Program Committee, MCB Undergraduate Advising Committee, and the NEU Undergraduate Program Committee to plan the academic advising functions and undergraduate curriculum for each department.
- As a member of these committees, oversees and develops IB, MCB, and NEU undergraduate major programs, including advising services, student resources, and co-curricular opportunities.
- Implements changes resulting from committee decisions. Communicates changes to faculty, students, staff, and affected campus units. Anticipates the impact of committee policy decisions on students and other campus units.
- Keeps the committees abreast of the effects of department and campus-wide services, policies and procedures. Serves as primary contact for the Department Chairs, L&S Executive Committee, Office of the Registrar, and other campus administrators on matters pertaining to the IB, MCB, and NEU undergraduate programs.
- Works in partnership with the Director of Student Services to support faculty in developing teaching credit policies, and planning and balancing the undergraduate curriculum in each major.
- Trains new faculty advisors and instructors on department and college policies, rules, and regulations; as well as all relevant procedural matters related to the UAO. Meets annually to review guidelines and updates.
- Writes, analyzes, and interprets committee reports on student academic needs, enrollment trends, program participation, and progress towards degree.

#### Strategic and Long-Term Planning

- Develops, implements, and analyzes methods to assess the effectiveness of UAO services, student experience, and information presented online to the campus community.
- Monitors and evaluates the effectiveness of UAO services. Analyses the impact of changing college, campus, UC system or state policy mandates on the undergraduate major programs.

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Recommends improvements to existing or creation of new services or programs.

- Compiles an annual report on UAO activities, including plans for the coming year, to present to department leadership.
- Prepares program, staffing, and operational budgets, requests funds, and reports on unit expenditures. Maintains the department's student academic advising budget.
- Provides input and expertise in determining the curriculum for future years, and participates in the development of the Temporary Academic Support (TAS) budget request to the campus.

#### Student Advising and Policy

- Interprets and enforces Department, College, and University policies and regulations.
- Utilizing current professional counseling methods and techniques, leads advising staff in guiding students to make informed decisions and set realistic goals regarding personal and academic matters affecting their degree progress.
- Effectively balances dual role of student advocate and department representative, promoting student success while enforcing policies that protect the integrity of the IB, MCB and NEU degrees.
- May personally provide academic advice to students on academic progression and requirements.
- Makes decisions on student requests for exceptions to policies, regulations and candidacy. Reviews student petitions and establishes reasonable justification for exceptions to policy.
- Oversees verification of IB, MCB and NEU major completion.

#### Campus Services and Professional Development

- Serves as a representative for the IB, MCB, and NEU Departments and presents the goals of the undergraduate programs in a diplomatic and positive manner.
- Creates, maintains, and utilizes an effective network among student services offices at UCB. Builds network across the UCB campus and with counterparts at other institutions of higher education, fostering the exchange of ideas and information.
- Maintains professional growth and development through attendance and participation at campus and other training sessions, seminars, conferences, and events and through active membership in professional organizations.
- Serves on college and/or campus-wide committees to promote consistency and improve processes across the University for undergraduate advising.
- Presents a positive and professional image of the campus, departments, and the UAO at regional and national meetings, and when speaking with prospective students, parents, and the general

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public.

- Other duties as assigned.

### Required Qualifications

- Advanced knowledge and expertise in advising and counseling techniques, and demonstrated record of accomplishment as a student-centered advisor.
- Advanced leadership and supervisory skills. Demonstrated ability to lead, manage, and motivate staff, and to foster a positive, cohesive environment.
- Experience in effective team coordination and demonstrated collaboration skills.
- Demonstrated abilities in problem identification and reasoning to make consistent and sound recommendations, and to deliver clear judgment in the application of policies affecting students.
- Demonstrated discretion and sensitivity in dealing with urgent and/or confidential situations. Ability to exercise a high degree of independent judgment and political acumen, common sense, tact, and discretion.
- Demonstrated commitment to and understanding of diversity, equity, inclusion, and belonging, and ability to apply and integrate core concepts of DEIB into everyday practice.
- Knowledge of principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Strong organizational, problem solving, and project management skills. Ability to develop original ideas to solve problems.
- Skilled in monitoring / assessing people, processes, and services to make improvements. Flexibility and initiative in seeking service improvements and procedural efficiency.
- Demonstrated customer service orientation and excellent customer service skills.
- Excellent written and verbal communication skills, including demonstrated effectiveness in public speaking.
- Hands-on experience in budget planning and administration. Demonstrated proficiency in computerized financial systems. Demonstrated proficiency with Filemaker Pro, Cal Answers, Microsoft Word, Excel, and e-mail applications.
- Knowledge of common University-specific computer application programs used for student services (e.g. CalCentral, Student Information System, etc. or comparable programs). Flexibility to work occasional unusual hours to support special events, such as commencement and Cal Day.
- Bachelor's degree in related area and / or equivalent experience/ training.

### Preferred Qualifications

- Experience with UC advising policies and procedures or comparable institutional



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knowledge/experience.

- Familiarity with or can quickly learn IB, MCB, and NEU undergraduate majors and program requirements.

### Salary & Benefits

This is a full-time career position.

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.

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 \$90,000 - \$109,000, annually.

### How to Apply

To apply, please submit your resume and cover letter.

### Diversity Statement

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

### 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



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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](#).

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](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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