

Academic Advisor - Revenue Sports (4565U) Athletic
Study Center - 70397
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=244555>

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Posted Sep. 9, 2024, set to expire Jan. 5, 2025

Job Title	Academic Advisor - Revenue Sports (4565U) Athletic Study Center - 70397
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 9, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Athletics and Recreation Services
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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 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.

Departmental Overview

The Athletic Study Center (ASC) provides advising and tutorial services to approximately 900 student athletes in 27 sports at the University of California at Berkeley. The ASC, located in the Division of Undergraduate Education, employs 17 full time employees and 60-80 part time employees (primarily tutors). The Athletic Study Center supports student athletes in developing as independent, self-reliant and successful young adults by encouraging them to integrate, participate, and become vested members in the academic community.

Application Review Date

The First Review Date for this job is: 7/5/2024. Job will remain open until filled and department will review applications on a rolling basis.

Responsibilities

The Academic Advisor of Revenue Sports, serves both as an Academic Advisor as well as an experienced administrative coordinator of advising services for the Athletic Study Center. The Academic Advisor works closely with the Assistant Director of Academic Advising to plan, coordinate,

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and implement consistent advising services across all Advisors and athletic teams.

In addition to the administrative functions, this role advises a complex caseload of student athletes on academic program policies and issues, monitors student academic progress, and assists students in making appropriate educational choices and decisions.

- Coordinates the provision of in-depth academic advising services to student athletes, particularly the high profile members of the football and men's and women's basketball teams. Troubleshoots problems with faculty, coaches and other campus constituents.
- Applies advanced academic advising concepts and experience, identifies and refers for resolution student issues/grievances such as alleged discrimination, complex grade dispute issues, and students' personal crises. Analyzes the consequences of departmental/school/college academic policies and recommends new or changed policies.
- Determines barriers, distractions, and complications affecting a student's academic success, helps students recognize these key non-academic issues, and makes appropriate referrals for counseling and/or assistance from other units.
- Works closely with Academic Support Coordinator and Academic Development Coordinators to oversee students who may be academically and/or institutionally vulnerable.
- Coordinates and organizes regularly occurring advising processes and communications for the entire team of Academic Advisors (includes meeting agendas, email communications, travel letters, exam proctoring).
- Maintains academic progress records of students as appropriate and provides academic status reports to coaches to keep them apprised of critical issues, policies, procedures and academic deadlines.
- Assists in recruiting and admissions of new student athletes to campus; this includes meeting with prospective student athletes and their parents and attending recruiting events. Helps determine course articulation with other educational institutions and develops academic plans for institutionally vulnerable students.
- Advises student athletes, coaches, and staff on athletic eligibility requirements, particularly as it pertains to NCAA and Pac12 Conference rules and regulations.
- Works with Assistant Director to run reports and review metrics to assist in holding academic advising staff accountable in meeting required benchmarks.
- May serve as lead advisor at the Student Athlete High Performance Center location. Works with the Advising team to coordinate the training and onboarding process for new Academic Advising staff..

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Required Qualifications

- Advanced knowledge of advising and counseling techniques, knowledge of multiple majors, colleges, & schools.
- Thorough knowledge of college/school policies, procedures, and requirements.
- Thorough knowledge of department/college/school precedents and application of policy.
- Thorough knowledge of NCAA rules and regulations pertaining to initial and continuing eligibility, the Academic Progress Rate (APR), Graduation Success Rate (GSR) and federal graduation rates.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Abilities in problem identification, reasoning, ability to develop original ideas to solve problems.
- Skills in judgment and decision-making, problem-solving, and project management.
- Ability to multi-task.
- Ability to clearly communicate complex information both verbally and in written form.
- Thorough knowledge of FERPA regulations and working with confidential student information.

Education and Training

- Bachelor's Degree in a related field and/or equivalent experience.

Preferred Qualifications

- Masters Degree in Education or related field preferred.

Salary & Benefits

- This is a Contract position with full benefits that ends 2 years from the date of hire, with the possibility of extension.
- Exempt and paid monthly.
- This position is eligible for up to 20% remote work.
- This is not a visa opportunity.

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



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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 \$70,000 - \$85,000 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.

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 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](#).



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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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