

Assistant Director, Undergraduate Advising (0313U)
72393
University of California, Berkeley

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

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| Job Title | Assistant Director, Undergraduate Advising (0313U) 72393 |
| 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 | Associate/Assistant Director |
| Academic Field(s) | Administrative Support/Services |
| Apply Online Here | https://apptrkr.com/5618175 |

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, 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 College of Letters & Science is the largest of the university's 15 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.

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, procedures in the College of Letters & Science. OUA enforces and adjudicates the academic regulations of the College in order 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 precedent for other Colleges on campus.

OUA works collaboratively with academic and administrative departments across campus. To enhance

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the student experience, OUA utilizes an Advising Neighborhood model by division and academic discipline, resulting in College Advisers and Undergraduate Major Advisers working closely and collaboratively with each other.

Learn more about the OUA mission and values here: <https://lsadvising.berkeley.edu/mission-and-value-statements>

Learn more about the Undergraduate Studies Division strategic plan here: <https://ls.berkeley.edu/UG-Div-Strategic-Plan>

Position Summary

The Assistant Director is a key member of the Office's senior management team. As a direct report to the Advising Director or the Assistant Dean of Advising, the incumbent functions as a consultant to the Director and Assistant Dean in areas of academic advising, organizational structure, programming, and outreach. Works collaboratively with the Director and Deans to establish broad goals, operational policies, and procedures for the department. The incumbent provides unit leadership and oversight for the entire range of student services provided by College Advisers in support of the strategic plan, mission, and values of OUA. The incumbent employs a high degree of independence and confidentiality to support the Director and Assistant Dean in the management of the Office of Undergraduate Advising and the coordination of outreach efforts.

Application Review Date

Job postings have a 14-day minimum duration. Applications will be reviewed on/after September 20, 2024

Responsibilities

Planning & Development:

- Develops, interprets, provides direction, sets goals, supervises, and manages advising programs and strategies designed to promote student academic success in alignment with the Undergraduate Studies Division strategic plan and the OUA mission and values.
- Assesses overall operational management and student needs.
- Evaluates, analyzes, monitors, and helps to collaboratively modify advising services, including advising frameworks, practices, modalities, procedures, and forms/petitions to improve the delivery of services.
- Formulates policy recommendations and monitors policy interpretation and application.
- Supports the Director, Assistant Dean of Advising, and Deans with strategic planning, succession

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planning, and establishing operational goals.

- Oversees administration of program funding, daily workflow, and work procedures.
- Reviews and reports to senior management about effectiveness in functional area(s).
- Outlines future-facing plans for functional area(s).
- Contributes constructive, innovative, and data- and research-driven ideas to the development and implementation of advising strategies.
- Identifies critical issues in advising operations and program delivery, and proposes solutions.
- Ensures the effective use of campus student information systems and departmental databases; recommends system improvements as needed.
- Reviews, develops, and edits material for OUA websites.

Supervision, Management & Leadership:

- Supervises advisors (7-10 FTE) who are providing the full range of academic advising.
- May supervise Student Advisor Supervisor(s).
- Helps develop and update staff job descriptions.
- Supports and provides collaborative leadership for recruitment and hiring.
- Promotes career development; identifies and provides professional development opportunities to support employee goals.
- Works effectively with people from diverse cultures on such issues as performance management, organizational changes, workplace climate, and other related issues.
- Monitors employee performance; holds regularly scheduled 1:1 and team check-ins with direct reports.
- Highlights employee strengths.
- Addresses performance issues.
- Explains and applies campus personnel policies.
- Responsible for the resolution of personnel issues, including corrective action, if necessary.
- Maintains personnel records.
- Approves staffing leaves in accordance with expected operational needs.
- Organizes the overall work of functional area(s); identifies and evaluates priorities; delegates or reallocates responsibilities and tasks.
- Keeps the advising team informed of changes, policies, and procedures both in the department and across campus.
- Provides guidance, mentoring, and coaching to professional staff.
- Promotes a professional, cooperative, and team approach within the functioning of the unit and office as a whole.
- Solicits and considers constructive feedback from multiple stakeholders.

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- Builds consensus among the advising team and senior management.
- Fosters a culture of inclusion and belonging.

Program/Project Management:

- In consultation with senior management, recommends which resources will be committed to advising and programmatic goals and objectives and how they will be allocated.
- Manages at least one functional area within OUA, such as academic progress; new student orientation; staff training; peer advising; advising neighborhoods; satellite advising; and communications.

Advising & Dean's Representative:

- Serves as a high-level advising resource for Deans, staff, faculty, and other campus administrators in relation to sensitive student situations that entail highly complex problems and demand substantial organizational acumen.
- Advises students directly on a limited basis.
- Uses in-depth knowledge and expertise in student affairs and academic advising to devise solutions that meet individual needs and follow University policies and regulations.
- Answers inquiries about academic programs and College requirements for students, parents, faculty, and staff, and provides referrals to other campus offices as appropriate.
- Assesses, devises, and implements solutions to administrative challenges that affect staff or students.
- Interprets and ensures equitable enforcement of policies and procedures.
- Adjudicates exceptional appeals as authorized by the Dean.
- Promotes student success while enforcing policies that protect the integrity of the degree.

Campus Outreach:

- Serves on committees representing OUA as assigned.
- Acts as liaison among students, campus departments, and administration in both daily operations and highly sensitive advising situations.
- Creates and maintains a network among student service offices.
- Represents OUA to the campus community and relevant external constituencies.
- Serves as a resource for the College departments, admissions, Office of the Registrar, and other administrative and student services units.

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- Plans and conducts training sessions with undergraduate major advisers, peer advisers, staff, and administrators.

Professional Development:

- Stays abreast of best practices and innovations in academic advising and people management.
- Attends seminars, conferences, cross-campus development opportunities, office-wide training sessions, and participates in professional organizations.
- In collaboration with the supervisor, develops stretch and professional development goals that align with the Undergraduate Division and L&S OUA strategic plans, which center on diversity, equity, inclusion, belonging and justice.

Other:

- Other job duties as assigned and relevant to the position.

Required Qualifications

- Advanced knowledge of academic advising (including degree planning) and counseling techniques to support advisers and be able to directly advise students on a limited basis.
- Knowledge of student development theory and current trends in academic advising at the university level.
- Thorough knowledge of, or can quickly learn, campus and College procedures, processes, and policies.
- Knowledge of, or can quickly learn, common University-specific computer application programs such as student information systems, and web-based advising tools and programs.
- Ability to coach staff to address areas of growth and set clear and attainable goals.
- Ability to inspire and motivate professional staff, and foster a healthy workplace culture.
- Proven skills in providing specific and actionable feedback to professional staff.
- Proven skills in soliciting and considering constructive feedback from multiple stakeholders.
- Strong interpersonal and communication skills, including effective and succinct writing, clear and effective facilitation, and de-escalation.
- Ability to apply project management principles.
- Ability to lead change and innovation.
- Ability to identify problems and develop reasonable solutions.
- Flexibility and adaptability to changing conditions and priorities.

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- Knowledge of, or can quickly learn, University and departmental principles and procedures involved in risk assessment.
- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Knowledge of assessment, data gathering, and analysis approaches.
- Background in strategic planning and implementation.
- Previous supervision experience of career staff, preferably in a university setting.
- Experience in cultivating leadership and professional development for staff in support of workplace belonging, and promoting a growth mindset.
- Master's Degree in Counseling, Education, High Education Administration, or related field and/or experience/training.

Salary & Benefits

This is a full-time, career position. This position is eligible for up to 40% remote work within the United States. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs and are subject to change.

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 \$110,000.00 - \$123,000.00, annually.

How to Apply

To apply, please submit your resume and cover letter.



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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 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

Contact Information



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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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