

Student Services Advisor (4575U) 73112
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=245832>

Downloaded On: Oct. 19, 2024 5:58pm

Posted Sep. 26, 2024, set to expire Jan. 23, 2025

Job Title	Student Services Advisor (4575U) 73112
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services
Apply Online Here	https://apptrkr.com/5671683

Apply By Email

Job Description

Image not found or type unknown



Student Services Advisor (4575U) 73112

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

Student Services Advisor (4575U) 73112
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=245832>

Downloaded On: Oct. 19, 2024 5:58pm

Posted Sep. 26, 2024, set to expire Jan. 23, 2025

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 Psychology is a large, complex department within the College of Letters and Science (Division of Social Sciences). The Department includes approximately 40 active faculty members, 14 career staff, approximately 3 temporary instructors, a number of visiting scholars and postdocs each year as well as a large cadre of Graduate Student Instructors and Graduate Student Researchers.

The fundamental missions of the University, teaching, research and community service, are all met by the Department. Our teaching program is quite large. Psychology is an impacted major with 800 undergraduates and Department courses serve approximately 4000 students each semester as well as a large summer sessions offering each year. The Department has approximately 120 graduate students pursuing doctoral degrees in five specialized sub-fields. In research, the Department supports the work of 35 life science labs in work with both human and animal subjects as well an off-site Field Station.

Psychology is closely linked with several major research institutes/ORU's on campus: The Institute of Human Development, the Institute of Personality and Social Research, the Institute of Cognitive and

Student Services Advisor (4575U) 73112
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=245832>

Downloaded On: Oct. 19, 2024 5:58pm

Posted Sep. 26, 2024, set to expire Jan. 23, 2025

Brain Science; and the Helen Wills Neuroscience Institute and works in collaboration with their administration to meet the needs of our faculty. Our outpatient clinic serves the surrounding community by providing vital, low cost psychiatric treatment and functions as a recharge unit.

Administratively, the Department is divided into five interdependent units: Financial Services, Academic/Staff Personnel, Clinic Administration, Technical Support and Student Services.

Application Review Date

The First Review Date for this job is October 7, 2024

Responsibilities

Provides advice and assistance to students on all aspects of their academic experience, including admission to the major, progression, and requirement matters for the department/college.

Assists students develop program plans, towards completion of their B.A., taking into account course load concerns, university, college, and departmental requirements, and their academic abilities. Ensures students have appropriate resources and advises on a variety of topics: course registration, program requirements, and coordinates with other units as appropriate.

Identifies, evaluates, and advises on:

- Complex transfers from other institutions, such as prospective junior transfers and visiting students through UCEAP and other exchange programs.
- Provides advice to students weighing options between research and enrichment opportunities such as URAP, Study Abroad, facilitation of DeCAL courses, etc.
- A wide range of course possibilities and/or ways to complete degree requirements that may not be clearly defined. Assessing and prioritizing the needs of students on waitlist to recommend for enrollment, or directly enroll in coordination with Enrollment Manager (or as back-up Enrollment Manager).
- Petitions for exceptions to departmental requirements, referring to Director of Student Services or Curriculum Chair as needed.
- GPA or progress problems, recommending appropriate courses of action by the department. Evaluates special requests. For example student honor program deadline extensions, courses for credit towards degree requirements not posted on assist.org, or management of peer advisor or student assistant scheduling assignments to maximize office coverage especially during peak hours.

Student Services Advisor (4575U) 73112
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=245832>

Downloaded On: Oct. 19, 2024 5:58pm

Posted Sep. 26, 2024, set to expire Jan. 23, 2025

Provide programmatic support in the planning and implementation of various departmental processes (such as publication of the weekly opportunities newsletter, administration of the major admissions process and Golden Bear Advising program) and on events (such as academic start of term Welcome, Cal Day, Commencement, Orientation, Senior Gift Campaign & Alumni mixer, etc.) In coordination with fellow Psychology UMA, oversee honors, peer advising, and financial award programs.

Interprets and enforces Department, College, and Academic Senate policies, identifies solutions, and recommends courses of action to Director of Student Services and Vice- Chair of UG matters. Advises new and continuing instructors on departmental and university policies, procedures related to academic advising matters. Advances program policies seeking innovative approaches to adapt and improve program policies in alignment with evolving program requirements and student needs.

Confirms that students have met requirements for admission to the major or for degree completion when there are no clear precedents or articulations, such as when multiple major programs or when transfer work is involved.

Participates in planning academic curriculum in collaboration with Director of Student Services, and with other departments, to ensure student's progress through course sequences, avoid conflicts, and ensure compliance with campus-wide policies. Provides the Director of Student Services with feedback on the effect of policies and procedures based on experience gained from direct contact with students, colleagues, and knowledge of campus policies and administrative systems. Formulates recommendations and suggestions regarding revisions in policies and procedures and assists with the implementation of changes. Serves as back-up for scheduling and enrollment tasks.

Determines barriers, distractions, and complications affecting a student's academic success, helps students recognize these key non-academic issues, and makes appropriate referrals for additional therapeutic counseling and/or assistance from other units. Guide students during time of crisis and helping them navigate campus resources; including academic, financial and psychological support.

Participate in professional training and development opportunities as appropriate. Serve on campus, college, or department committees as appropriate.

Required Qualifications

- Thorough knowledge or the ability to quickly gain a thorough knowledge of advising and counseling techniques, knowledge of multiple majors, colleges, and schools.
- Thorough knowledge or the ability to quickly acquire a thorough knowledge of departmental and college policies, procedures, and requirements.
- Thorough knowledge or the ability to quickly gain a thorough knowledge of university- specific

Student Services Advisor (4575U) 73112
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=245832>

Downloaded On: Oct. 19, 2024 5:58pm

Posted Sep. 26, 2024, set to expire Jan. 23, 2025

computer and web application programs used in student advising and management such as Campus Solutions, Cal Central, Cal Answers, and abilities in Microsoft Word, Excel, File Maker Pro, email client, etc.

- Skills in judgment and decision-making, problem solving.
- Abilities in problem identification, reasoning, ability to develop original ideas to solve problems.
- Ability to multi-task.
- Demonstrated ability to advance the diversity, equity, inclusion, and belonging (DEIB) goals of an organization.
- Bachelor's degree in related area and/or equivalent experience/training.
- Must have completed Federal Family Educational Rights and Privacy Act (FERPA) training course, or be able to complete the FERPA training course when hired.

Salary & Benefits

This is a full-time career position. This is a 40% remote friendly position, offering flexibility to work remotely within the United States; however, the work arrangement is subject to change based on the evolving needs of the business. Employees may be required to work on-site as necessary to meet operational demands or other business requirements.

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 - \$89,000, annually.

How to Apply

To apply, please submit your resume and cover letter.

Conviction History Background

Student Services Advisor (4575U) 73112
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=245832>

Downloaded On: Oct. 19, 2024 5:58pm

Posted Sep. 26, 2024, set to expire Jan. 23, 2025

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

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

Contact

N/A

University of California, Berkeley

,