

Student Affairs & Academic Advisor, Limited Term  
(4575U) - Fung Institute  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=246044>

Downloaded On: Oct. 5, 2024 3:22am

Posted Sep. 30, 2024, set to expire Jan. 25, 2025

<b>Job Title</b>	Student Affairs & Academic Advisor, Limited Term (4575U) - Fung Institute
<b>Department</b>	Coleman Fung Institute
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Sep. 30, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Student Services Educational Services Counseling 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.

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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 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

The Coleman Fung Institute for Engineering Leadership was launched in January 2010 and is headquartered at UC Berkeley's College of Engineering. Our mission is to transform engineers and scientists into leaders who can take risks and develop technical, social, and economic innovations.

The Fung Institute achieves its mission through teaching, research, and service activities. We offer programs that combine leadership coursework with intensive study in any of the seven engineering disciplines offered by the College. We are shaping a research agenda that will connect technical innovation with people and businesses, and use data in ways that will change the world.

The Master of Engineering (Berkeley MEng) Program is the flagship graduate degree program of the Institute and the largest graduate professional program at the College of Engineering. The Fung Institute is committed to helping Berkeley MEng students graduate with an excellent education and experience. The unit works collaboratively with College of Engineering faculty, and departments and

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student service units across campus toward the common objective of helping students achieve their educational and career goals. As such, the MEng is a central program within the Student Affairs and Academic Advisor's portfolio of programs.

The Student Affairs & Academic Advisor (Student Services Advisor 3), in conjunction with the entire student affairs team, has responsibility for student affairs and advising across all Fung Institute programs, as well as administrative support of the Institute's current and future program offerings. Reporting to the Associate Director of Student Affairs and Program Operations, the Student Affairs & Academic Advisor leads our academic advising efforts and engaging in student experience, coordinates experiential-learning team formation and management, plans events, creates community, and advises students on academic issues. Currently, the Institute supports approximately 600 degree and non-degree students, and expects to serve an increasing number of students in the coming years as new programs are launched.

**This is a 100% FTE, limited term position (not to exceed 900 hours).**

### **Application Review Date**

The First Review Date for this job is: October 10, 2024

### **Responsibilities**

#### 35% Academic Advising

- Independently advises students and resolves student and academic issues, this includes advising teams and supporting them with their teaming and experiential-learning experience.
- Collaborates with College of Engineering Department staff (e.g., GSAOs) to support students with academic or personal needs.
- Serve as contact/resource for students on billing, registration, program requirements, and other requests for information.
- Assist with academic progress for all students including GPA and final degree or program completion audits.
- Incorporate proactive advising outreach to students.
- Update student affairs and experiential-learning website policies, procedures, and general information.
- Maintain productive and mutually beneficial relationships with other campus offices, most prominently the other student service advisors in the College of Engineering departments to ensure excellent service and accurate student records.

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- Maintains comprehensive understanding of University and School policies.
- Determines barriers, distractions, and complications affecting a student's academic success and helps students recognize these key non-academic issues. Make appropriate referrals as needed.
- Other duties as assigned.

### 30% Student Life Advising

- Liaise with the admissions team to support transition from admitted student to enrolled including answering student questions and preparing communications.
- Communicate regularly with students regarding program updates, events, scheduling and other matters of importance.
- Regularly meets with students to provide advice and assistance on all aspects of their experience, ranging from progression and degree requirements to co-curricular opportunities.
- Evaluates the effectiveness of the student affairs function, and proposes changes to the program to provide better service to organizational management, faculty, and students.
- Assesses student experience and proposes suggestions for improvements.
- Coordinates experiential-learning program activities, including database management, leads student matching for projects, leads focus groups, and workshops and presentation events.
- Integrates experiential-learning and leadership programming into advising sessions and guides the vision of events and workshop planning.
- Other duties as assigned.

### 30% Program Management

- Plans and implements complex, high-visibility events, such as experiential-learning info fairs and showcases (including the Institute's flagship end-of-year showcase).
- Plan, design, and provide workshops for students, academic strategies and enrichment programs. Advises experiential-learning student leadership committee on social and academic activities. Facilitates community-building events for students.
- Work with students and other program staff in planning, coordination and implementation of events and to develop new activities and events that enhance the student experience.
- Design new programming, events, and administrative processes for current and future Institute activities.
- Other duties as assigned.

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#### 5% Professional Development

- Maintain professional development and update working knowledge of student affairs administration through attendance and participation at campus and other training sessions, seminars, conferences, and events and active membership in campus and professional organizations, and networking with peers.
- Actively contributes to a team environment that fosters and promotes a culture of diversity, equity, inclusion, and belonging (DEIB), leadership, and innovation.
- Engages in ongoing education to promote diversity, equity, inclusion & belonging with the Institute and campus.
- Exemplifies the Institute vision, mission, and core values.

#### Required Qualifications

- Bachelor's degree in related area and/or equivalent experience/training.
- Working knowledge of advising and counseling techniques.
- Ability to develop and maintain cooperative, effective working relationships with faculty, students, and staff from a wide variety of cultures and backgrounds
- Analytical skills to evaluate and interpret complex policies; Skills in judgment and decision-making.
- Ability in problem identification, reasoning, and resolution.
- Working knowledge of advising and counseling techniques.
- Knowledge of and/or can quickly learn University-specific computer application programs.
- Ability to develop original ideas to solve problems.
- Interpersonal skills. Multicultural competencies; ability to work with diverse populations.
- Ability to independently drive projects while also collaborating with a larger team.
- Strong project management skills.
- Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
- Ability in problem identification and reasoning; ability to develop original ideas to solve problems.
- Strong customer-service orientation.
- Excellent verbal and written communication skills.
- Political acumen and ability to maintain strict confidentiality.
- Commitment to learning new skills, systems and ability to adapt to change.
- Excellent computer skills in MS Office, Google Workspace and basic web page editing.

#### Preferred Qualifications

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- Experience in academic advising at UC Berkeley or a similar 4-year institution. Knowledge of University requirements, policies and procedures, including policies on handling student records and confidential documents.
- Knowledge of University-specific computer application programs (including Cal Central and Campus Solutions).
- Experience establishing and implementing short and long-term program goals and objectives and administering evaluative instruments for measuring program effectiveness.

### Salary & 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 or hourly range that the University reasonably expects to pay for this position is \$5,100.00 to \$7,129.92 monthly (\$61,200 to \$85,559 annualized). This is a 100% FTE, Limited position (not to exceed 900 hours). This position is FLSA Exempt and paid monthly.

### Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "UCB Employee". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.



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### 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](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

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