

Assistant Director of Student Services (4575U) 73378  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=246426>

Downloaded On: Oct. 19, 2024 1:18pm

Posted Oct. 7, 2024, set to expire Jan. 31, 2025

<b>Job Title</b>	Assistant Director of Student Services (4575U) 73378
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Oct. 7, 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>	Financial Aid Counseling Services Admissions/Student Records/Registrar Student Services
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**Job Description**

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**Assistant Director of Student Services (4575U) 73378**

**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 Graduate School of Journalism at UC Berkeley is widely regarded as one of the top journalism programs in the United States. The School offers a two-year Masters of Journalism degree to an enrollment of about 120 students at a time plus a summer journalism minor (in the process of expanding to an academic year minor) currently serving another 300 undergraduates. The school's emphasis is on mastering a wide variety of communication techniques while learning the highest standards of responsible and enterprising journalism. There are 15 senate and adjunct faculty members in the School and over 20 working journalists who serve as lecturers. The School employs approximately 30 career staff members that manage the academic functions of the School as well as ancillary revenue-generating programs.

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### **Application Review Date**

The First Review Date for this job is October 15, 2024

### **Responsibilities**

#### Student Advising:

- Advises faculty and students on school and university policies and procedures for the Master of Journalism degree and the undergraduate Journalism minor; collaborates closely with Head Graduate Adviser on special approvals and exceptions; reviews students' progress and advises students and faculty on requirements for degree and program completion; identifies students with progression problems and recommends interventions; conducts graduation checks and verifies masters project degree completion according to Graduate Division policies.
- Provides advice and assistance to students and scholars regarding complex U.S. visa and immigration procedures, compliance issues, and employment eligibility /authorization.
- Interprets school and university policies and advises students and faculty on student conduct, student grievances, disputes, and issues regarding discrimination.
- Escalates highly sensitive issues to the Sr. Director of Student Services and enters Students of Concern Reports.

#### Department Scheduler/Enrollment Manager:

- Manages and maintains the official schedule of courses in SIS; oversees the enrollment process, waitlist management, enrollment limits, etc. Responsible for the scheduling of courses, works with faculty to determine times, room assignments, etc.; utilizing extensive knowledge of course content, facilitates new course approval and curriculum revisions through interaction with COCI and other campus offices as needed.
- Works directly with faculty on course development. participates on the school Curriculum Committee. distributes and collects student evaluations; works directly with the Registrar's Office to solve problems, advising faculty on the grading process.
- Coordinates application process for annual travel courses.

#### Events:

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- Plans and implements complex, high-visibility student events, including lead responsibility for all non-technical event logistics related to commencement; coordination of the majority of school-wide student-facing events such as information sessions, spring visits, and affinity group events.
- Handles all business and procurement needs for student events.
- Plans, designs, and provides workshops for students, coordinates the student leadership committee (TLC), collaborates with student affinity groups, liaison with campus counseling and psychological services (CAPS).
- Key collaborator on student orientation; handles all event logistics.

Financial Aid:

- Processes student fellowships, grants, scholarships, and other awards; issue Academic Student Employee appointment letters; manages the travel grant and emergency fund application process; approves/prepares awards in SIS; manages summer minor grants; advises students on FAFSA completion; troubleshoots financial and billing problems; counsels students on obtaining residency.

Recruitment and Admissions:

- In collaboration with the director of admissions, participates in outreach programs for graduate and undergraduate programs; may advise prospective applicants on necessary academic preparation; appropriateness of program as it pertains to the prospective applicant's goals.

Alumni Relations:

- In collaboration with the Development team and alumni relations specialisation, maintains strong relations with Journalism alumni and coordinates their continued engagement in school events and opportunities including their involvement in admissions application review.

Supervision:

- May supervise up to two undergraduate student employees.

**Required Qualifications**

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- Working knowledge of advising and counseling techniques.
- Knowledge of University-specific computer application programs and knowledge of University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences (and/or equivalent institutional knowledge).
- Solid verbal and written communication skills.
- Interpersonal skills.
- Multicultural competencies; ability to work with diverse populations.
- Knowledge of complex U.S. visa and immigration procedures, compliance issues, and employment eligibility / authorization for international students and scholars.
- Ability in problem identification and reasoning; ability to develop original ideas to solve problems.
- Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
- Technical skills. Knowledge and experience working with CampusSolutions and/or other course management systems such as Canvas, Google Suite, etc.
- Bachelor's degree in related area and / or equivalent experience / training.

### Salary & Benefits

This is a full-time, career position. This position is eligible for up to 20% 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 \$75,000 - \$95,000, annually. The full campus range for this position is \$61,200 - \$105,200, annually.

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### How to Apply

To apply, please submit your resume and cover letter.

### 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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