

**Student Services Advisor (4575U) 73379**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=246435>

Downloaded On: Oct. 19, 2024 1:15pm

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

<b>Job Title</b>	Student Services Advisor (4575U) 73379
<b>Department</b>	Geography
<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>	Professional Staff
<b>Academic Field(s)</b>	Student Services Counseling Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5696895">https://apptrkr.com/5696895</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

Image not found or type unknown



**Student Services Advisor (4575U) 73379**

**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,

## Student Services Advisor (4575U) 73379 University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=246435>

Downloaded On: Oct. 19, 2024 1:15pm

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

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 Department of Geography is one of 12 academic departments in the Division of Social Sciences in the College of Letters and Science, with 18 permanent faculty and 5 staff, approximately 100 undergraduate majors, and a distinguished graduate program.

### **Position Overview**

The Student Services Advisor provides wide range of student services duties and responsibilities for the department, which includes providing assistance to Department Chair, faculty, and students in academic advising, recruitment, admissions, awarding of fellowships, student orientation and events, and related programs, advising current and prospective graduate students about department, campus, and University requirements, and is responsible for addressing issues concerning student progress and overseeing academic programs and admission to the graduate program.

### **Application Review Date**

Student Services Advisor (4575U) 73379  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=246435>

Downloaded On: Oct. 19, 2024 1:15pm

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

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

## Responsibilities

### ACADEMIC ADVISING

- Serves as the primary contact for all graduate student communication. Applies professional student services concepts, and provides the full range of student services to student population served by the organization which include day-to-day academic and procedural advising on degree requirements, progress and completion; course enrollment; petitions; general financial aid questions and student funding opportunities; manage requisite administrative paperwork on behalf of the department and its graduate students; and overall department, Graduate Division, and University policies and procedures.
- Advises faculty, staff, and graduate students on departmental and university policies and procedures in regards to graduate student programs. Attends campus-wide graduate advising (GSAO) meetings, and tracks and reports back to the department about any changes related to graduate affairs. Recommends changes to graduate student program policies, practices, and procedures.
- Reviews students' progress and advises students and faculty on requirements for degree / program completion. Enter Department Milestones (Prospectus, 5 Annual Review, exit talks), and update Academic Progress Report (APR).
- Identifies students with progression problems and recommends interventions.
- Manages the departmental section of the online graduate application and review system (SLATE) and maintains all graduate student records and files, including the Geography Graduate Student Google folders.
- Responsible for interpreting organization policies and advising students and faculty on student conduct, student grievances, disputes, and issues regarding discrimination.

### GRADUATE RECRUITMENT AND ADMISSIONS

- Advises current and prospective applicants on necessary academic preparation as well as appropriateness of program pertaining to individual goals and interests. Serves as the primary contact for applicants and accepted candidates.
- Manages admissions process in association with Graduate Division. Collaborates with the Office of Graduate Diversity to arrange travel arrangements for admitted students to attend Diversity Days.
- Creates Timeline for Admission season and organizes interviews for PhD applicants.

Student Services Advisor (4575U) 73379  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=246435>

Downloaded On: Oct. 19, 2024 1:15pm

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

- Uses professional judgment when reviewing complex or unusual applications for admission, knowing when to escalate an issue and when to act independently.
- Evaluates domestic and international transcripts for degree eligibility.
- Assists faculty in recruitment of candidates offered admissions. Organizes applications for faculty review in the Slate system. Utilizing in-depth knowledge of the organization's admissions criteria, helps rank applicants for admissions.
- Organizes campus visits of potential students by coordinating transportation and lodging accommodations. Issues DBIDs for flight reservations and makes lodging reservations with department partnered hotels.
- Builds and sends financial offer letter to admitted students through Slate.

#### ASE HIRING

- Creates GSI application.
- Sends application call to GSAO listserv and posts link to application on the Geography website.
- Manages all aspects of ASE/GSR hiring, which include creating and sends GSI and GSR offer letters.
- Enters ASE appointments on department Smartsheet for processing.
- Oversees processes for equitable assignment of Graduate Student Instructors (GSIs) and coordinates GSI assignments each term.
- Answers inquiries from graduate students regarding ASE hiring process.

#### FUNDING/FINANCIAL AID:

- Oversees the allocation evaluation of Graduate Student Fellowships. Submits the Berkeley/Chancellor's/NRST Workbook to the Graduate Division and provides the Graduate Division with updates in accordance to student plans.
- Assists Financial Analyst in creating Google funding sheets that details student funding packages for incoming cohorts and updates Google funding sheets for continuing students when funding plans change.
- Stays up to date with student funding situations, is aware of when a student exhausts department support, and consults with Head Graduate Advisor and Financial Analyst to find solutions for students who need more financial support.
- Advises students on financial aid options and extra-mural fellowship opportunities.
- Enter award batches for graduate student tuition and stipends in SIS.
- Submits ServiceHub cases for ASE childcare reimbursement requests.

Student Services Advisor (4575U) 73379  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=246435>

Downloaded On: Oct. 19, 2024 1:15pm

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

**EVENTS:**

- Plans and coordinates Geography Spring Visit for admitted students which entails booking travel and lodging accommodations.
- Plans Geography New Graduate Student Orientation (NGSO) which includes reserving rooms and ordering food.
- Assists with commencement planning for the graduate students in Geography.

**PROFESSIONAL DEVELOPMENT:**

- Takes classes/workshops that will enhance expertise in professional areas of interest and growth, and will enhance the current work environment. Participate in university services activities.

**Required Qualifications**

- 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.
- 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 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.



## Student Services Advisor (4575U) 73379 University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=246435>

Downloaded On: Oct. 19, 2024 1:15pm

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

This position is eligible for full 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 - \$90,000, annually.

### How to Apply

To apply, please submit your resume and cover letter.

### 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.

### 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

Student Services Advisor (4575U) 73379  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=246435>

Downloaded On: Oct. 19, 2024 1:15pm

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

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

,