

Graduate Student Affairs Officer (4576U) 73451
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=246670>

Downloaded On: Oct. 19, 2024 1:16pm

Posted Oct. 7, 2024, set to expire Feb. 3, 2025

Job Title	Graduate Student Affairs Officer (4576U) 73451
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 7, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Educational Services
Apply Online Here	https://apptrkr.com/5703901

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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.

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

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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 Comparative Literature is rated one of the top academic programs nationally and globally. The department includes 20 tenure-track faculty and 7 lecturers with 70+ undergraduate majors and minors and 50+ doctoral degree students.

Application Review Date

The First Review Date for this job is October 18, 2024

Responsibilities

Program/Department/School/College Policies:

- Analyzes the consequences of organization's academic policies and recommends new or changed policies (e.g. participation by faculty in remote locations in exams, prospectus meeting; initiates discussions evaluating precedent setting)
- Advises chairs and other faculty on the formulation on program/department policy by anticipating and advising them on areas needing clarification and identifying solutions. Assist with formulating these policies and ensuring proper implementation and understanding across the college advisors.

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- Drives the process by advising faculty admissions committee with clear criteria for such areas as ranking of graduate applicants and etc.
- Publishes and revises graduate student handbook, independently incorporating updates which reflect compliance with changing laws and regulations (e.g. new section on rights of disabled students and resources available to them)
- Alerts and advises faculty on sensitive GSI hiring situation (e.g. GSIs with consistently poor evaluations)

Academic Advising:

- Identifies and refers for resolution to sensitive and confidential situations involving graduate students such as academic or work-related grievances, sexual harassment, mental health or other personal crises. Leads process for coordinating department response to graduate student cases involving Students of Concern, Counseling and Psychological Services, or Center for Support and Intervention, bringing in manager, chair, and relevant faculty as needed.
- Advises faculty on department/school/college and university policies and procedures
- Reviews students' progress and advises students and faculty on requirements for degree/program completion.
- Identifies students not making normal progress; provide direct advice, suggest means of improvement.

Recruitment and Admissions:

- Using in-depth knowledge of campus admission criteria, advises in ranking of applicants for admission and fellowship.
- Advises prospective applicants on necessary academic preparation and appropriateness of program as it pertains to the prospective applicant's goals. Provide applicants, their families, and school administrators with pertinent information about College programs, articulation agreements, and related career choices.
- Evaluates domestic and international transcripts for degree eligibility
- Initiates and arranges student recruitment visits to Berkeley

Financial Aid:

- Recommends resolution of extremely sensitive, complex financial aid issues (e.g. student whose progress isn't going well but have applied for funding grants)

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- Administers department's block grants and restricted funds for several funding programs (e.g. academic year block grant, summer language study, summer pre-dissertation research, departmentally restricted funds)
- Advises department chair on available funds for admitting students based on special funding from all sources.
- Oversee the processing, evaluation, and awarding of student fellowships, grants, scholarships, and other awards.
- Advises students on financial aid options on campus and extra-mural fellowship opportunities
- Responsible for drafting GSI contracts, keeping track of GSI eligibility and UAW-UC union contract changes.

Career Counseling:

- Utilizing an in-depth knowledge of the field, counsels students on post-degree employment opportunities and practices.
- Advises department/college/school students on the job market process, and the standard and norms specific to the student's field of study.

Events:

- Plans and implements complex, high-visibility student events, such as graduate recruitment/spring visit days, department start-of-year welcome events, commencement and etc.

Professional Development:

- Attends workshops, seminars, and classes to keep up-to-date on national student advising issues and best-practices as well as university and campus policies and procedures.

Other duties as assigned, based on department needs.

Required Qualifications

- Advanced knowledge of advising and counseling techniques.
- Solid interpersonal skills; Advance written and verbal communication skills. Multicultural competencies; ability to work with diverse populations.
- Ability in problem identification and reasoning; ability to develop original ideas to solve problems,

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persuasion, leadership.

- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- 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 (or comparable insituational knowledge).

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 \$72,600-\$95,000, annually.

How to Apply

To apply, please submit your resume and cover letter.

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

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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

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