

Student Services Advisor 4 (4576U), Molecular & Cell
Biology - 73851
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=247508>

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Posted Oct. 23, 2024, set to expire Feb. 19, 2025

Job Title	Student Services Advisor 4 (4576U), Molecular & Cell Biology - 73851
Department	Molecular & Cell Biology
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 23, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	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.

Departmental Overview

The Department of Molecular and Cell Biology (MCB) is one of UC Berkeley's largest academic departments and is by several measures (including number of the faculty and students, budget, and assigned square feet), larger than many UCB colleges and schools. MCB is divided into five divisions: Biochemistry, Biophysics & Structural Biology (BBS); Cell & Developmental Biology (CDB); Genetics, Genomics & Development (GGD); Immunology & Pathogenesis (I&P); and Neurobiology (NEU). The teaching and research activities of the Department of MCB concern the molecular structures and processes of cellular life and their roles in the function, reproduction, and development of living organisms.

Position Summary

The Student Services Advisor is responsible for a wide range of student services duties and

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responsibilities for the Masters in Biotechnology program provided by the department of Molecular & Cell Biology (MCB). Responsible for providing assistance to the director, faculty, and students in academic advising, recruitment, admissions, student orientation, graduate student events, the evaluation and awarding of University fellowships, diversity recruitment, career counseling, and related programs. Serves as the lead student services advisor and internship manager, ensuring that students successfully secure research internships in both academic and commercial labs. The incumbent will cultivate relationships with commercial biotech companies and visit them to ensure that students are being provided a supporting and productive learning environment.

Application Review Date

The First Review Date for this job is: 11/04/2024.

Responsibilities

Academic and Student Advising

- Applying advanced student services concepts, provides the most complex student services to the organization's management, faculty and students.
- Advises faculty on departmental/college and university policies and procedures; reviews students' progress and advises students and faculty on requirements for degree/program completion; identifies students with progression problems and recommends interventions. Establishes individualized advising plans, track student's degree completion progress and maintain detailed and accurate student academic records.
- Leads the coordination, planning and implementation of all advising, orientation, coursework, internship placement, career advising and completion of capstone work.
- Oversees planning and design of workshops and meetings for students, such as regular first and second-semester program evaluation meetings with students, advisors, and the Head Graduate Advisor.
- Leads the planning and implementation of career workshops for students in the Fall and spring semester.
- Counsels students regarding Capstone degree requirement. Ensures accurate final degree checks for students completing the program. Maintains departmental degree lists for all master's students, and reconciles differences with Graduate Division statistics. Produces reports and statistics on Masters recipients as necessary.
- Identifies and refers for resolution intricate student issues/grievances such as alleged discrimination, complex grade dispute issues, and students' personal crises; recommends petition exceptions that affect the requirements of multiple departments. Provide solutions

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regarding a variety of complex student issues. Advise students and the department on grade appeals, student academic petitions, and disability accommodations. Provide referrals for students in crisis, in need of services and accommodations, or in need of other campus wellness resources.

- Responsible for interpreting campus policies and advising students and faculty on student conduct, student grievances, disputes, and issues regarding discrimination and recommends solutions to problems.
- Responsible for coordinating and obtaining divisional and departmental approvals for all courses required for the Master's Degree.

Recruitment and Admissions

- Advises department on outreach strategies, and helps identify targeted institutions to meet organization's recruitment and admissions goals.
- Plans and implements outreach programs with specifically targeted institutions and groups; advises prospective applicants on necessary academic preparation; appropriateness of program as it pertains to the prospective applicant's goals; evaluates domestic and international transcripts for degree eligibility; updates program outreach and marketing materials,
- Schedules all online admission interviews for 75 - 150 applicants each year.
- Advises students / scholars on highly complex visa and immigration policies and procedures. Interprets UC and government regulatory requirements that affect immigrant and non-immigrant students. Develops programs and workshops to meet specific needs of international students and scholars.
- Schedules and attends all admissions meetings and, under the authority of the Admissions Chair, sends all admission letters.
- Prepares reports of all admission statistics for program leadership.

Internship Coordination

- Coordinate internship success workshops in Fall semester.
- Ensure students are aware of internship options and prepared for the internship interview process.
- Meets with students during their internship to ensure learning outcomes are being achieved and that students are in a supportive environment.

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Department Policies

- Makes recommendations for the improvement of the MCB Master in Biotechnology program.
- Analyzes current programs and policies and develops and administers new policies and procedures to keep the department current and operating at the highest standards.
- Advises the Head Graduate Advisor and the Director of Masters in Biotechnology program on the formulation of department policy by highlighting areas needing clarification and identifying solutions; analyzes the consequences of the department's academic policies and recommends new or changed policies; recommends solutions to departmental problems without precedent.
- Updates language to clarify policies and reflect changes.

Masters Affairs Office Assistance

- Assists with tracking program expenses and ensuring that program support costs are within budget.
- Assists with the graduate instructor assignment and hiring process as needed.
- Assists with gathering of data needed for annual reporting and periodic reviews of the program.
- Other duties as assigned.

Required Qualifications

- Advanced knowledge of advising and counseling techniques.
- Knowledge of and/or can quickly learn University-specific computer application programs.
- Knowledge of and/or can quickly learn University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Advanced verbal and written communication skills.
- Interpersonal skills.
- Multicultural competencies; ability to work with diverse populations.
- Ability in problem identification and reasoning; ability to develop original ideas to solve problems, persuasion, leadership.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Advanced knowledge of complex visa and immigration policies, procedures and regulatory requirements for international students and scholars.

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- Skills in monitoring/assessing people, processes or services, to make improvements.
- In-depth knowledge of the field's post-degree employment opportunities and practices.
- Skills in project management, social perceptiveness to be aware of others' reactions and understanding why they react as they do.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for 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 annual salary that the University reasonably expects to pay for this position is \$72,600.00 - \$100,800.00.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 40% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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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 https://apptrkr.com/get_redirect.php?id=5742679&targetURL=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

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