

Program Advisor and Study Group Coordinator (4500U)
73879
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=247575>

Downloaded On: Nov. 21, 2024 3:46pm

Posted Oct. 24, 2024, set to expire Feb. 20, 2025

Job Title	Program Advisor and Study Group Coordinator (4500U) 73879
Department	Integrative Biology
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 24, 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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Apply By Email

Job Description

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Program Advisor and Study Group Coordinator (4500U) 73879

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 Biology Scholars Program (BSP) in the Department of Integrative Biology is a 30 year-old science diversity program that provides academic and career support for students from traditionally underrepresented backgrounds who are interested in pursuing careers primarily in the biological and health sciences. Since 1992, BSP has provided student services to over 4,000 Berkeley undergraduates through study groups, course and career advising, paid internships, research opportunities, and events/workshops. Additionally, the BSP cultivates a community of students committed to service. BSP students are on average 80% first-generation/low-income, 70% women, and 60% from groups historically underrepresented in STEM. Each year, BSP provides individualized services to approximately 400 current undergraduates who are underrepresented, low income, first-generation college students, and/or otherwise at a higher risk of experiencing academic difficulty, to help students succeed. Additionally, BSP provides services to its alumni members. For more information, see <http://bsp.berkeley.edu/>.

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This is a student-facing role. This role involves supporting the success of undergraduate students whose backgrounds are primarily from populations historically underrepresented in science and medicine, low-income, first-to-college, and otherwise at higher risk of experiencing academic difficulty. Responsibilities include providing individualized services such as academic needs assessment, developing individual study plans, recognizing and addressing academic and non-academic barriers to academic success, counseling on other aspects that may affect student retention and academic success. The Program Advisor and Study Group Coordinator also coordinates all programmatic aspects of BSP's study groups for STEM gateway courses, and co-leads, coordinates and/or administers BSP student-facing workshops/events/socials, and participates in BSP program(s) admissions.

Application Review Date

The First Review Date for this job is November 5, 2024

Responsibilities

- Provides academic and career counseling to BSP undergraduates and alumni (e.g., low-income, first-generation college, and underrepresented populations) to biology majors, especially but not limited to public health, Integrative Biology, Human Health Sciences, and Molecular and Cell Biology. This includes, but is not limited to, the planning of short-and long-term coursework, course requirements, course schedules, filing requirements, guiding program members with transition plans, discussing academic and non-academic challenges, presenting major and career options and pathways, providing guidance regarding enrichment/gap year planning, and related topics.
- Advise BSP members about pre- and post- graduate healthcare programs, graduate and professional programs, and academic processes and preparation (e.g., MCAT, GRE, graduate and program application cycle, required materials, materials prep, etc)
- Conduct new student first-advising appointments. Meets with prospective students.
- Provides direct support to BSP members with demystifying, navigating, selecting, preparing for, and applying to medical/graduate school, post-baccalaureate programs, internships, interviews, research positions and other relevant opportunities designed to prepare and provide members with practical science career experience.
- Mentors BSP students and alumni, assists members to develop problem-solving and self-management skills.
- Connect students to resources relevant to their educational and career pursuits, monitor and follow-up.
- Regularly inputs student advising appointment data and updates student database notes.

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- May participate in guiding, mentoring, and supporting the supervision of peer advisors (student-workers)
- Logistical planning, scheduling, coordination, and execution of social-, career-, and academic-related workshops and program events (e.g., All Student Meeting, New Student Orientation, End-of-Semester Reception, Graduation, and closely related).
- Track workshop and program event participation and regularly update BSP workshop and program event data/participation records.
- Create community announcements, poll community for topics of interest, create digital collateral including reminders and announcements about scheduled events, workshops, and activities, such as for BSP social media channels and the BSP newsletter.
- Create and regularly execute a community engagement strategy, foster and build community and community trust, coordinate with the BSP team.
- Coordinate closely with Advising Office Staff and the broader team when planning activities/events and strategies.
- Provide general programmatic assistance to the Biology Scholars Program, including but not limited to, admissions selection, representing the program at outreach events, and administering the BSP digital newsletter.
- Coordinates BSP study groups, including facilitating regular tutor check-ins, providing general support to study group leaders, troubleshooting, and administrative support, such as with student timesheets.
- Coordinate with study group leaders to establish study group schedules in advance. Coordinate communication timeline(s) with BSP team for solicitation to community.
- Assist in identifying new study group leaders as vacancies open. Participate in the screening of new study group leaders. Assess competency of each study group leader in their subject.
- Set-up structure/protocol for study group leader shadowing opportunities.
- In coordination with BSP team members, develop and implement comprehensive in- person and/or online study group leader pedagogical and administrative training(s), especially for first time/new tutors. Provide structure to student leaders on how to navigate in-person and online teaching environment. Assist in creating materials for each study group.
- Keep study group leader course drive(s) and materials up to date. Handle session room logistics. Identify study group leader equipment needs. Troubleshoot tech, interpersonal, resource, support, etc. needs.
- Coach, mentor, and guide study group leaders. Build trust and community within and across cohort(s) and participants.
- Monitor study group participation and progress. Track and enter participation data.
- Other responsibilities as assigned.

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Required Qualifications

- Knowledge of Federal, state, and local requirements, policies, and procedures to provide access, health, and safety; legal and ethical issues governing the delivery of counseling services.
- Ability to use discretion, handle sensitive information and maintain confidentiality, including handling student records and confidential documents.
- Knowledge of the methodologies used to enhance student achievement through counseling and advising.
- Demonstrated success record in counseling and advising low-income, first-to-college, historically underrepresented groups in the biological sciences and prehealth tracks through academic and non-academic challenges, especially in a university setting.
- Ability to assess readiness of transfer students in prehealth pathways. Knowledge of resources available to prehealth transfer students.
- Solid knowledge of University, college, and major requirements for biology majors at Berkeley, especially but not limited to public health, Integrative Biology, Human Health Sciences, and Molecular and Cell Biology or comparable institutional knowledge.
- Strong working knowledge of application processes, requirements, and trends for medical school, graduate school, post-baccalaureate program admissions, and post-graduate health programs.
- Solid interpersonal skills. Ability to develop and foster relationships, community engagement, and outreach with BSP students and BSP alumni.
- Strong student service orientation, active listening, proactive and effective verbal and written communication skills, sound judgment and decision-making. Knowledge and experience in analyzing problems and identifying solutions for problem-solving.
- Strong coordination, logistical, planning, and organizational skills. Experience developing, managing, and administering program events, meetings, and workshops in-person and remote/digital/online. Ability to facilitate and present in front of large groups in-person and remote/digital/online.
- Ability to communicate cross-functionally. Ability to integrate role priorities alongside program priorities through team coordination. Demonstrated experience working effectively in a small team.
- Comfortable taking direction in balance with initiating creative and agenda-setting ownership.
- Strong time-management skills. Ability to prioritize demands in a high volume work- environment. Flexibility to adapt to changing priorities and circumstances.
- Must be proficient in use of Microsoft Office (Excel, Word, Powerpoint), Google Suite (email, calendar, Sheets, Slides, Forms), customer relationship software (ConstantContact), Zoom.
- Familiarity with social media communications is a plus. Comfortable with technology and/or ability to quickly learn other software for the role (e.g., scheduling, polling etc).



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- Skills in online and in-person delivery environments.
- Bachelor's degree in related area and / or equivalent experience / training
- Direct experience in biology and/or prehealth advising, biology and/or health fields, research, and/or industry/biotech

Salary & Benefits

This is a full-time career position.

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 hourly range that the University reasonably expects to pay for this position is \$31.13 - \$35.92.

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 employment contingent upon successful completion of the background check.

Equal Employment Opportunity



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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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