

Project Lead Adviser (4546U) 73347
University of California, Berkeley

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Downloaded On: Nov. 23, 2024 4:48am

Posted Oct. 25, 2024, set to expire Feb. 22, 2025

Job Title	Project Lead Adviser (4546U) 73347
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 25, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services
Apply Online Here	https://apptrkr.com/5754198

Apply By Email

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 College of Letters & Science is the largest of the university's 14 colleges and schools and the most prestigious teaching and research unit in the UC system. L&S encompasses more than half of the campus' faculty, three-quarters of its undergraduate students, and half of its Ph.D. candidates. Organized into six divisions: L&S Core, Arts and Humanities, Biological Sciences, Mathematical and Physical Sciences, Social Sciences, and the Undergraduate Division, L&S offers students a choice of more than 70 departmental majors, joint majors and simultaneous degree programs as well as vast opportunities to study and conduct research both within and outside of the traditional disciplines.

The L&S Office of Undergraduate Advising (OUA) provides academic advising to newly admitted, currently enrolled, and readmitted undergraduate students (approximately 23,000). Additionally, OUA provides guidance on academic programs, policies, and procedures in the College of Letters & Science. OUA enforces and adjudicates the academic regulations of the College in order to ensure the integrity of the degree and the continuing quality of the institution. Decisions made by OUA impact all academic units within the College of Letters & Science and set a precedent for other Colleges on campus.

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OUA works collaboratively with academic and administrative departments across campus. To enhance the student experience, OUA utilizes an Advising Neighborhood model by division and academic discipline, resulting in College Advisers and Undergraduate Major Advisers working closely and collaboratively with each other.

Learn more about the OUA mission and values here: <https://lsadvising.berkeley.edu/mission-and-value-statements>

Learn more about the Undergraduate Studies Division strategic plan here: <https://ls.berkeley.edu/UG-Div-Strategic-Plan>

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Application Review Date

The First Review Date for this job is November 7, 2024

There are two vacancies for this posting, and applications will remain open until all are filled.

Responsibilities

ACADEMIC ADVISING:

- Manage a caseload of undergraduates using a holistic, equity-minded, strengths-based advising approach. Apply advanced student development theories and academic advising concepts, along with experience advising undergraduates with identifying and defining their educational goals.
- Advise students on major exploration and program planning as well as preparation for careers and graduate work (requiring knowledge of 80+ majors/60+ minors, pre-professional programs and joint majors with other schools and colleges). Advise students on the wide range of course options and/or ways to complete degree requirements that may not be clearly defined.
- Create and execute long-term academic plans that enable students to explore, discover, and become engaged learners guiding students in taking full advantage of a wide range of academic and non-academic enrichment opportunities such as study abroad, internships, undergraduate research opportunities, scholarships, and extracurricular activities. Make referrals as appropriate.
- Assess and monitor students' academic progress to ensure timely declaration of major, adherence to overall unit/semester limits, and advancement to degree by 1) counseling on strategies to uphold progress and monitor academic work and outcomes that enhance students'

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- academic plans and 2) using mathematical calculations and technology.
- Place academic blocks and/or require scholarship contracts for students who are out of compliance with College policies and requirements.
- Verify completion of degree requirements when there are no clear precedents or articulations, or when transfer work is involved.
- Advise on special eligibility requirements such as honors programs/fellowships/scholarships.
- Counsel students experiencing complex or unusual challenges resulting in academic difficulty. Identify barriers contributing to academic probationary status or dismissal.
- May recommend petition exceptions that affect the requirements /processes of multiple departments.
- Partner with other units to identify and resolve intricate student issues and/or grievances such as alleged discrimination/harm, complex grade dispute issues, and students' personal crises.

PROJECT MANAGEMENT:

- Serve as the subject matter expert and project coordinator in assigned areas. Identify emerging student needs based on assessment feedback and new research in the student development field. Ensure effective planning, and implementation of new programs, projects, and advising tools to meet programmatic objectives.
- Establish program goals, determine priorities, and set deadlines. Create written procedural guidelines for internal staff and key administrative staff in other units. Educate staff regarding policy issues, rules, and regulations germane to the project.
- Serve as the Team Lead for outreach and engagement for primary, secondary, and tertiary including but not limited to divisional disciplines / Neighborhoods, targeted populations (students in academic difficulty, undeclared students), and satellite advising.
- Oversee and/or enhance areas of need including, but not limited to, the Peer Adviser Program, Deans' Conference, and Neighborhood team.
- Plan and oversee complex, high-visibility campus events that foster student success and promote the value of a liberal arts education. Establish and monitor all programmatic goals and objectives for the academic year. Direct work assignments, manage staff, and monitor workflow of special programs directly related to the mission and strategic goals of the office.
- Benchmark with other colleges to identify best practices, trends, etc. to improve the management of assigned outreach and engagement initiatives.
- Assist in the dissemination of information about the College and its program at admissions outreach and recruitment receptions. Provide prospective students, parents, and school administrators with pertinent information about College programs, articulation agreements, and related career choices.

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LEADERSHIP:

- Serve as College academic advising expert and consultant to College Advisers, deans, departmental advisers, and key campus partners.
- As the dean's delegate, advise deans on the formulation of department policy by advising them on areas needing clarification and identifying solutions.
- Review, and advise deans on, the transferability and applicability of non-UC courses and/or courses of the organization within or outside of the College that may affect ongoing requirements.
- As the dean's delegate, utilize independent decision-making authority to review requests, interpret, and maintain uniform and consistent application of College policies and regulations.
- As the dean's delegate, analyze the consequences of College academic policies/practices and recommend new or modified policies/practices.
- Support the advising team in troubleshooting complex College policies (e.g. late readmission, late enrollment, waiver requests for College requirements, Simultaneous degrees) and procedures.
- Make recommendations to the training and leadership teams; contribute to ongoing staff training.
- Work collaboratively with other advising staff to help implement College-wide initiatives/projects to meet department goals.
- Help foster a culture of inclusion and belonging in alignment with the L&S Advising mission and values (<https://lsadvising.berkeley.edu/mission-and-value-statements>) and the UC Berkeley principles of community. (<https://diversity.berkeley.edu/principles-community>).
- Serve on committees representing L&S Advising as assigned; participate in short- term and long-term planning.
- Other job duties as assigned and relevant to the position.

PROFESSIONAL DEVELOPMENT:

- Stay abreast of best practices and innovations in academic advising. Attend seminars, conferences, cross-campus committees, and weekly office-wide training sessions, and participate in campus-wide committees and professional organizations. Attend and lead presentations in the office and on campus, regional, and national platforms.
- In collaboration with the supervisor, develop stretch and professional development goals that align with the Undergraduate Division and L&S OUA strategic plans, which center Diversity, Equity, Inclusion, Belonging & Justice (DEIBJ).

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Required Qualifications

- Advanced knowledge of academic advising and counseling techniques, including student development theory with a focus on strengths assets-based advising.
- Advanced knowledge (or ability to quickly gain advanced knowledge) of College policies, procedures, and requirements, precedents, and application of policy.
- Advanced skills in decision-making, problem-solving, project management, event planning, and assessment skills, including establishing and measuring program and or learning outcomes.
- Strong abilities in problem identification and reasoning, and ability to develop original ideas to solve problems.
- Proven ability to create and maintain effective working relationships with faculty, staff and students.
- Excellent written and verbal communication skills.
- Administrative experience in a college setting.
- Basic computer skills.
- Ability to influence change and lead innovation.
- Commitment to, and demonstrated success working with historically underrepresented/marginalized groups, including minoritized, first-generation college, undocumented, re-entry, student-parents, rural, formerly incarcerated or system-impacted, LGBTQIA+, disabled, international, and out-of-state students.
- Ability to delegate and assign work.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Experience providing academic advising to L&S undergraduates and familiarity with multiple majors, Colleges, and Schools (or comparable institutional knowledge).
- Demonstrated ability to thrive in a fast-paced higher education environment.
- Master'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 30% 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 full UC Benefits. For information on the comprehensive benefits package

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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 \$75,000.00-\$95,000.00.

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

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](#).



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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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