

Student Engagement Manager (4501U) - Engineering  
Student Services  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=248146>

Downloaded On: Nov. 13, 2024 5:36pm

Posted Nov. 4, 2024, set to expire Mar. 1, 2025

<b>Job Title</b>	Student Engagement Manager (4501U) - Engineering Student Services
<b>Department</b>	College of Engineering
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Nov. 4, 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 Educational Services Counseling Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5773395">https://apptrkr.com/5773395</a>

**Apply By Email**

**Job Description**

Image not found or type unknown



**Student Engagement Manager (4501U) - Engineering Student Services**

**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.

Student Engagement Manager (4501U) - Engineering  
Student Services  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=248146>

Downloaded On: Nov. 13, 2024 5:36pm

Posted Nov. 4, 2024, set to expire Mar. 1, 2025

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](http://grow.berkeley.edu).

### Departmental Overview

The College of Engineering at UC Berkeley is recognized for its educational and research excellence, consistently ranking among the top three Engineering colleges in the United States. With more than 240 regular faculty members, 2,149 graduate students and 3,452 undergraduate students located in seven academic departments, Engineering is the second largest college on the Berkeley campus. A multiunit Dean's Office provides administrative, student services, development, and capital projects services. COE occupies ten buildings on the Berkeley campus and has extensive facilities at the Richmond Field Station.

The Engineering Student Services (ESS) organization provides engineering undergraduates with the knowledge, tools and support they need to thrive at Cal and beyond. The ESS Programs team provides a portfolio of co-curricular programs that provide academic, professional and leadership development, primarily focused on non-traditional students such as first-generation, URM, community college transfers, women, veterans, etc.

Student Engagement Manager (4501U) - Engineering  
Student Services  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=248146>

Downloaded On: Nov. 13, 2024 5:36pm

Posted Nov. 4, 2024, set to expire Mar. 1, 2025

The fundamental purpose of this position is to design, implement and manage programmatic interventions to increase and improve student engagement in their educational journey. These include mentorship and research and may include others not-yet defined that may contribute to students' engagement.

As programs constantly evolve and expand, this position will focus on designing, implementing and assessing the following a number of key programs in partnership with ESS advisors, faculty and other stakeholders:

Recognizing that mentorship plays a critical role in students' sense of belonging, wellness and academic success, the Engineering Student Services established the Berkeley Mentorship Cohort (BMC) to provide students the opportunity to engage with a mentor. The BMC is a high-touch, structured, phased mentorship program that provides students with a peer mentor in Phase 1 and will expand into providing students with a professional/academic mentor in later phases. The program provides mentors and mentees training and guidance throughout the mentorship engagement. This position will identify best practices relative to undergraduate mentor programs and will adapt and implement those best suited to the Berkeley Engineering community. In addition, the position will work closely with ESS leadership, COE leadership and COE development in evolving and expanding as appropriate. The position will also identify assessment criteria and tools, identify and implement adjustments and enhancements to the program based on feedback and outcomes data. Also, the position will work closely with COE Marketing and Communications to highlight program successes.

As a top-tier research institutions, UC Berkeley and the College of Engineering are at the cutting edge of scientific and technological advancement for the betterment of society. UC Berkeley and COE faculty and students constantly push the boundaries of knowledge through novel and impactful research in fields ranging from artificial intelligence and machine learning to climate change and pharmaceutical development. It is the goal of the COE to ensure that undergraduates are exposed and contribute to the COE research enterprise. Particularly important is to ensure that students who historically have not had access to research opportunities can gain that access. This role will support students in their pursuit of research opportunities by guiding them to land these opportunities, guiding them to succeed in their research engagements, secure and distribute funding in partnership with COE leadership, provide visibility through poster sessions, partner with COE departments and institutes to identify research opportunities, partner with COE marketing and communications to publicize program successes.

**This is a 100% FTE, 1-year contract position with the possibility of extension.**

**Application Review Date**

Student Engagement Manager (4501U) - Engineering  
Student Services  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=248146>

Downloaded On: Nov. 13, 2024 5:36pm

Posted Nov. 4, 2024, set to expire Mar. 1, 2025

The First Review Date for this job is: November 14, 2024

## Responsibilities

**45%** Assess, manage and evolve the Berkeley Mentor Cohort (BMC) in partnership with key stakeholders such as COE and ESS Leadership, ESS Programs team, ESS advising team, faculty, department advisors and others.

- Berkeley Mentor Cohort (BMC)
  - Research literature and campus programs to identify mentor program best practices.
  - Evolve and adjust program elements in line with student needs, best practices, leadership priorities and budget constraints.
  - Define and adjust key project milestones and timeline.
  - Define and create mentor and mentee training and expectations.
  - Define assessment criteria and timeframes.
  - Market and report out on success and challenges.
  - Assists with grants and fundraising to support program activities.
  - Partner with COE and ESS Marketing teams, staff and students, to market program activities.
  - Supervise student leaders to support logistics and program activities.
  - Potentially teach course to support students on academic probation in partnership with ESS Advising and Programs.

## **35%** Undergraduate Research Support

- Support undergraduate students in their pursuit of research opportunities by:
  - guiding them to find and succeed in these opportunities through workshops, presentations and videos,
  - securing and distribute funding in partnership with COE leadership,
  - providing visibility through poster sessions,
  - partnering with COE departments and institutes to identify research opportunities,
  - partnering with COE marketing and communications to publicize program successes,
  - partnering with ESS and COE colleagues to market opportunities to communities with lower rates of participation in research.

**10%** Participate in outreach and yield activities during admissions season for both freshman and transfers.

**10%**

Student Engagement Manager (4501U) - Engineering  
Student Services  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=248146>

Downloaded On: Nov. 13, 2024 5:36pm

Posted Nov. 4, 2024, set to expire Mar. 1, 2025

Other duties as assigned by supervisor.

### Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Demonstrated knowledge of the theories and practice of counseling, learning, human and career development.
- Knowledge in how to enhance students' intellectual and personal growth and development, including critical thinking, effective communication, self-appraisal, self-esteem, clarification of values, appropriate career choices, and leadership.
- Knowledge of the methodologies used to enhance student achievement, such as collaborative teaching / learning models, strategies for effective counseling and peer mentoring, small group facilitation and training, coaching, mentoring, and advocacy.
- Knowledge of trends and issues facing low-income and first-generation college, underrepresented, disadvantaged, physically challenged, and under prepared students in higher education.
- Knowledge and experience in analyzing complex situations and identifying solutions for problem-solving; skills and experience in developing and administering programs designed to meet the diverse needs of students.
- Knowledge and experience in researching, compiling and analyzing data, and generating reports.
- Knowledge of research methodologies and research designs.
- Knowledge of and experience in conflict management and intervention strategies.
- Knowledge of federal, state, and local requirements to provide for access, health, confidentiality, and safety; legal and ethical issues governing the delivery of counseling services.

### Salary & 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



Student Engagement Manager (4501U) - Engineering  
Student Services  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=248146>

Downloaded On: Nov. 13, 2024 5:36pm

Posted Nov. 4, 2024, set to expire Mar. 1, 2025

range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$66,700 to \$85,000 yearly (\$5,558.33 to \$7,083.33 monthly). This is a 100% FTE, 1-year contract position eligible for benefits. This position is FLSA Exempt and paid monthly.

### 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.

### Driving Required

A valid driver's license and DMV check for driving record is required.

### Other Information

This is a 100%, 1-year contract position with the possibility of extension.

### 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](#).



Student Engagement Manager (4501U) - Engineering  
Student Services  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=248146>

Downloaded On: Nov. 13, 2024 5:36pm

Posted Nov. 4, 2024, set to expire Mar. 1, 2025

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

,