

EOP Assistant Director, Degree Completion Pathways
(4502U), Centers for Educational Equity & Excellence
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=249095>

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Posted Nov. 18, 2024, set to expire Mar. 16, 2025

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| Job Title | EOP Assistant Director, Degree Completion Pathways (4502U), Centers for Educational Equity & Excellence |
| Department | Centers for Educational Equity and Excellence |
| Institution | University of California, Berkeley Berkeley, California |
| Date Posted | Nov. 18, 2024 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Associate/Assistant Director Professional Staff |
| Academic Field(s) | Student Services Multicultural Affairs/Diversity Educational Services Counseling Services |
| Apply Online Here | https://apptrkr.com/5809590 |
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| Job Description | |

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EOP Assistant Director, Degree Completion Pathways (4502U), Centers for Educational Equity & Excellence

About Berkeley



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At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Centers for Educational Equity and Excellence (CE3) is a cluster of multiple student support programs within the Division of Equity and Inclusion. CE3 provides complex and multi-format programs and services to priority student populations, ensuring their successful transition into the academy, academic success, graduation, and transition to graduate programs and professional careers. These services play a critical role in enabling the campus to fulfill its mission of equity, access, and inclusion for California's diverse population.

The Educational Opportunity Program (EOP) is one of several CE3 programs. It provides holistic support to first-generation, low-income, and underrepresented college students, offering the guidance and resources necessary for them to thrive at UC Berkeley—one of the best public universities in the world. EOP academic counselors and student staff work alongside remarkable students who, despite unique responsibilities and challenges, transform their lives through academic achievement and personal growth.

EOP's individualized academic counseling, comprehensive support services, and extensive campus referral network empower students to develop their unique gifts and talents while achieving their goals

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at the university.

Position Summary:

This position supports the operational and organizational aspects of the holistic counseling services and programs available. Responsibilities include professional and student staff onboarding, meeting facilitation, supervision, and integrating improved and efficient policies and practices into the organizational structure.

The role also involves providing individualized services to students who are underrepresented, low-income, first-generation college students, or those otherwise at a higher risk of experiencing academic difficulties. The aim is to help students succeed by offering services such as academic needs assessment, developing individualized study plans, identifying and addressing academic and non-academic barriers to success, and counseling on other factors that may impact student retention and academic achievement. This may include specializations in serving particular underrepresented groups, enhancing specific academic skills (e.g., research skills or preparation for graduate programs), or supporting success within particular academic programs.

Application Review Date

The First Review Date for this job is: November 29, 2024

Responsibilities

Program Management, Leadership, & Operations:

- Provide supervision and management support for full-time professional employees, including recruitment, selection, training, professional development, and performance management.
- Develop solutions to complex situations, monitor trends, and determine when existing programs/services require modifications or new initiatives.
- Identify and implement appropriate technologies to deliver effective and efficient services to student communities.
- Maintain and forge effective relationships with the campus community, systemwide networks, and national organizations. Collaborate with campus faculty, staff, and administrators to raise awareness and support for underserved student populations.
- Provide leadership, guidance, and vision for academic support programs.
- Design and lead training modules for orientation of new staff, fellows, peer programs, and UC professionals.

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- Plan and execute cross-training workshops and meetings with campus staff involved in academic support and student services.
- Actively participate in the CE3 Leadership group, contributing to departmental operations, trends, training, meetings, and retreat planning/facilitation.
- Oversee program operations, including onboarding new staff, managing solution-focused counseling models, advising frameworks, and peer advising programs.
- Assist staff in handling complex and sensitive student cases, including case management.
- Develop and communicate program goals and objectives, facilitating staff meetings, retreats, and trainings as needed.
- Represent the program in meetings with stakeholders and external entities.
- Collect and analyze participant data to evaluate the impact of services.
- Manage student staff recruitment, onboarding, and leadership development as needed.
- Facilitate trainings and staff meetings on campus policies and procedures, such as Academic Planning, Financial Aid, and Basic Needs.
- Support overall program management, including fundraising, grant proposals, and development efforts.

Academic Counseling:

- Serve as a holistic advising expert, providing complex and sensitive multicultural academic counseling to marginalized populations (e.g., low-income, first-generation, underrepresented students).
- Utilize various theoretical approaches to promote student success and well-being from post-admission through graduation.
- Manage a caseload of students, conducting comprehensive assessments of their needs and developing actionable academic success plans.
- Provide counseling support for EOP's equity and grant initiatives, such as Degree Completion Pathways, Road to Resiliency Scholars, Thriving Initiatives, Student Support Services STEM, and Readmission Equity Grant recipients.
- Guide students in creating long-term academic plans and engaging in enrichment opportunities (e.g., study abroad, internships, research, scholarships, extracurricular activities).
- Counsel students facing academic difficulties, identifying barriers to success and making appropriate referrals.
- Support students experiencing complex challenges, such as academic probation or dismissal, through tailored interventions.

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Equity Initiatives & Leadership:

- Plan, develop, and administer specialized programs to enhance student success and equity.
- Contribute to the establishment and implementation of short-term and long-term departmental goals and objectives.
- Manage event and project funding for departmental programming and initiatives as needed.
- Design and execute programs and events that support the holistic student experience.
- Support the counseling team with complex cases and provide expertise on academic policies, financial aid, and university procedures (e.g., SAP appeals, basic needs resources, late readmission, waiver requests).
- Represent the department in task forces and working groups as required.
- Offer recommendations to training and leadership teams, contributing to staff development initiatives.
- Collaborate with CE3 department staff to implement strategic initiatives and projects.

Other:

- Stay informed about student trends in higher education, particularly those affecting low-income and first-generation college populations.
- Engage in professional development, including attending and presenting at conferences.
- Perform other duties as assigned by CE3 department leadership.

Required Qualifications

- Demonstrated competencies and advanced knowledge in theories of multicultural counseling, learning, identity development, human and career development.
- Advanced knowledge of research methodologies and research designs.
- Knowledge and experience in working with historically underrepresented ethnic minority communities, first generation college students.
- Knowledge in 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 and experience in conflict management and intervention strategies.
- Extensive experience in multicultural competencies, and personal and academic crisis intervention; working with students to assist in clarification of ethics and values.
- Advanced experience in group dynamics, facilitation, and training; comprehensive assessment of

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academic preparation and personal competencies.

- Experience in establishing and implementing short- and long-term program goals and objectives; demonstrated effectiveness in mediation and conflict resolution.
- Knowledge of academic curricula; strong knowledge of the organizational climate, structure / organizations, and culture.
- Demonstrated experience in planning, developing, and administering evaluative instruments for measuring program effectiveness.
- Advanced experience in planning, developing, and administering enrichment programs / projects, academic and personal development seminars, courses, and workshops.
- Knowledge and experience in managing funds designated for special programs.
- Knowledge and experience in researching, compiling and analyzing data, and generating reports; extensive experience in developing evaluative instruments specific to programs / projects goals and objectives.

Education/Training:

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

Preferred Qualifications

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

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 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 \$90,000 - \$101,500.00. This is an exempt, monthly-paid position.

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- This is a full-time (40 hours/week), Career position that is eligible for full UC benefits.
- 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.

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.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Other Information

This is not a visa opportunity.

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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