

Assistant Director of Advising Operations (4576U),
Rausser College of Natural Resources - 75672
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251889>

Downloaded On: Jan. 22, 2025 6:13am

Posted Jan. 21, 2025, set to expire Jun. 30, 2025

Job Title	Assistant Director of Advising Operations (4576U), Rausser College of Natural Resources - 75672
Department	Rausser College of Natural Resources
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 21, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Associate/Assistant Director
Academic Field(s)	Student Services Educational Services Counseling Services
Apply Online Here	https://apptrkr.com/5941454

Apply By Email

Job Description

Image not found or type unknown



Assistant Director of Advising Operations (4576U), Rausser College of Natural Resources - 75672

About Berkeley

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

Assistant Director of Advising Operations (4576U),
Rausser College of Natural Resources - 75672
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251889>

Downloaded On: Jan. 22, 2025 6:13am

Posted Jan. 21, 2025, set to expire Jun. 30, 2025

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 Rausser College of Natural Resources (RCNR) is composed of four academic departments and a graduate group, offering 10 undergraduate majors and 9 minors in diverse areas of biological, interdisciplinary, and social sciences with an undergraduate enrollment of about 2,700 students. The Office of Instruction & Student Affairs (OISA) provides undergraduate advising for all majors and minors within the College in one cohesive, proactive advising structure.

Additionally, OISA is responsible for all of the co-curricular programming spanning from orientation to commencement for RCNR students.

Position Summary

The Assistant Director of Advising Operations coordinates the day-to-day and annual college-wide advising tasks for the Office of Instruction and Student Affairs at the Rausser College of Natural Resources. The role serves as an advising, policy, and procedure resource to the OISA Advising Team, faculty, staff, and other campus administrators in relation to complex problems involving undergraduate students, as well as advising students directly on a limited basis. The Assistant Director also coordinates the First-Year Experience programming and Transfer Admission Application review process for the College. The role supervises 3 FTEs and directly reports to the Assistant Dean of Instruction & Student Affairs.

Assistant Director of Advising Operations (4576U),
Rausser College of Natural Resources - 75672
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251889>

Downloaded On: Jan. 22, 2025 6:13am

Posted Jan. 21, 2025, set to expire Jun. 30, 2025

Application Review Date

The First Review Date for this job is: 01/31/2025.

Responsibilities

Advising Operations (40%)

- Manages the Front Desk operation of the Student Resource Center, pertaining to hours of operation, student advising services (i.e. email, in-person appointments, virtual appointments and drop-in advising), coordination of student petition processes and policies, and oversight of services provided by Student Assistants. Coordinates Peer Advising Services with staff co-leads of the Peer Advisor Leadership Program.
- Coordinate annual advising tasks, including the coordination of enrollment holds, outreach related to midterm grade reports, and degree processing.
- In partnership with the Assistant Dean, assists with the adjudication and communications related to the academic review process for students who are on "Academic Notice" or "Subject to Disqualification."
- Serves as chair of the Petitions Committee, effectively balancing the role of student advocate and College representative, promoting student success while enforcing policies that protect the integrity of the academic record and degree.
- Escalates waivers, as needed, to Assistant Dean for review.
- Serves as interim advisor during staffing transitions or long-term leaves.
- Using in- depth knowledge and expertise in student affairs, devises solutions that meet individual needs and follow University policies and regulations.
- Answers inquiries about academic programs (i.e. major and minors) and College requirements for students, parents, UC faculty and staff, and external partners.
- Escalates cases of concern to Assistant Dean and other resources offices as needed.

Transfer Admission Application Review Coordinator (15%)

- Coordinates all aspects of Transfer Admissions applicant review process, including staff training and norming sessions, materials preparation, course evaluations, application reading cycles, and communications with the Office of Undergraduate Admissions.
- Serves as the main point of contact for the Office of Undergraduate Admissions.
- In collaboration with the Assistant Dean, communicates adjustments to the application scoring rubrics and adjudicates exceptions to conditional admission requirements as needed.

Assistant Director of Advising Operations (4576U),
Rausser College of Natural Resources - 75672
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251889>

Downloaded On: Jan. 22, 2025 6:13am

Posted Jan. 21, 2025, set to expire Jun. 30, 2025

- Reviews admissions appeals and makes recommendations to the Assistant Dean.

First-Year Experience Coordinator (15%)

- Develops, administers, and evaluates student academic programs under the "First Year Experience" which is designed to promote first-year student success in support of the mission, values, goals, and student learning outcomes of the College and campus.
- Coordinates all aspects of the Golden Bear Experience, including bCourse module preparation, Golden Bear Advising, and Golden Bear Orientation.
- In collaboration with the Associate and Assistant Dean, co-facilitates NATRES 76 "How to Be a Rausser CNR Scientist", a freshman discovery course designed to promote academic success for first-generation college students.
- Develops and administers presentations, workshops, laboratory visits, and panels that demystify university policies and practices, build hard skills in communication practices and professional etiquette, and gain confidence to navigate the wide variety of research opportunities in the College and campus.

Supervision & Management (15%)

- Supervises 2 College Advisors (Student Services Advisor 2) who are providing the full range of academic advising to majors with high student-to-advisor ratios.
- Supervises 1 Intake Advisor (Blank Assistant 2) who serves as frontline staff to the Advising Offices, supervisor to 2-3 Student Assistants, support to 14-16 Peer Advisors, and manager of the Student Resource Center and Computer Lab.

College Representation (10%)

- Liaise with students, faculty and staff from academic departments, and campus administration in both daily operations and high-sensitive advising cases.
- Creates and maintains a network among the student services offices.
- Represents the student service unit to the campus community and relevant external constituencies.
- Serves as the lead contact for the Office of Undergraduate Admissions for the Transfer Application Review process; the Office of the Registrar for degree-processing, readmission, and withdrawal; New Student Services for the Golden Bear Experience; and Student Information Systems for Late Petition eForm processes.

Assistant Director of Advising Operations (4576U),
Rausser College of Natural Resources - 75672
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251889>

Downloaded On: Jan. 22, 2025 6:13am

Posted Jan. 21, 2025, set to expire Jun. 30, 2025

- Plans and participates in presentations and outreach efforts for new students by speaking to large groups as a representative of the College and the University.
- Some weekend work is required, usually 2-3 Saturdays or Sundays each semester.

Professional Development (5%)

- Maintains and updates working knowledge of advising, counseling, student affairs administration by participating in campus organizations, networking with peers, and attending professional association meetings.
- Trains through appropriate classes and workshops in supervisory, management, advising, counseling, or student affairs-related topics.

Required Qualifications

- Demonstrated leadership experience in college-level student services program development, implementation, and analysis in relation to educational policies, trends, and university policies, procedures, and practices.
- Advanced knowledge of advising and counseling techniques.
- Knowledge of computer application programs commonly used in higher education admissions and student services administration.
- Experience in recruiting, advising, and/or counseling historically underrepresented students as well as students from a diverse array of backgrounds and experiences.
- Experience with managing direct reports, as well as with leading cross-functional teams that do not have a direct, formal reporting relationship.
- Multicultural competencies; knowledge and experience working and interacting effectively with diverse groups of staff, faculty, and student populations.
- Demonstrated skills in problem identification and creative problem solving, sound judgment and decision making, critical thinking and analysis, organizational skills, emotional intelligence and cultural humility.
- Experience utilizing quantitative and qualitative data to identify areas in need of improvement; experience with monitoring/assessing processes and carrying out process improvement efforts.
- Skills in project management, social perceptiveness to be aware of others' reactions and understanding why they react as they do.
- Ability to develop original ideas to solve problems, persuade others, and lead.
- Ability to juggle competing priorities successfully, in a timely manner, with a high volume of work in a complex working environment.

Assistant Director of Advising Operations (4576U),
Rausser College of Natural Resources - 75672
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251889>

Downloaded On: Jan. 22, 2025 6:13am

Posted Jan. 21, 2025, set to expire Jun. 30, 2025

- Excellent interpersonal skills and the ability to work effectively across the organization at all levels; demonstrated effectiveness in building teams and collaborations; ability to adapt as needed.
- Excellent verbal and written communication skills.
- Absolute ability to maintain confidentiality.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Master's degree in Counseling, Education, High Education Administration or related field 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 annual salary range that the University reasonably expects to pay for this position is \$72,600.00 - \$100,800.00.

- This is a full-time, Career position that is eligible for full UC benefits.
- This is an exempt, monthly-paid position.

How to Apply

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

Assistant Director of Advising Operations (4576U),
Rausser College of Natural Resources - 75672
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251889>

Downloaded On: Jan. 22, 2025 6:13am

Posted Jan. 21, 2025, set to expire Jun. 30, 2025

Other Information

- This is not a visa opportunity.
- This position is designed to be hybrid and can be eligible for up to 40% remote work.

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.

Misconduct

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

https://apptrkr.com/get_redirect.php?id=5941454&targetURL=

SB 791 and AB 810 Misconduct Disclosure Requirement



Assistant Director of Advising Operations (4576U),
Rausser College of Natural Resources - 75672
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251889>

Downloaded On: Jan. 22, 2025 6:13am

Posted Jan. 21, 2025, set to expire Jun. 30, 2025



Assistant Director of Advising Operations (4576U),
Rausser College of Natural Resources - 75672
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251889>

Downloaded On: Jan. 22, 2025 6:13am

Posted Jan. 21, 2025, set to expire Jun. 30, 2025



Assistant Director of Advising Operations (4576U),
Rausser College of Natural Resources - 75672
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251889>

Downloaded On: Jan. 22, 2025 6:13am

Posted Jan. 21, 2025, set to expire Jun. 30, 2025



Assistant Director of Advising Operations (4576U),
Rausser College of Natural Resources - 75672
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251889>

Downloaded On: Jan. 22, 2025 6:13am

Posted Jan. 21, 2025, set to expire Jun. 30, 2025



Assistant Director of Advising Operations (4576U),
Rausser College of Natural Resources - 75672
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251889>

Downloaded On: Jan. 22, 2025 6:13am

Posted Jan. 21, 2025, set to expire Jun. 30, 2025



Assistant Director of Advising Operations (4576U),
Rausser College of Natural Resources - 75672
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251889>

Downloaded On: Jan. 22, 2025 6:13am

Posted Jan. 21, 2025, set to expire Jun. 30, 2025

Assistant Director of Advising Operations (4576U),
Rausser College of Natural Resources - 75672
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251889>

Downloaded On: Jan. 22, 2025 6:13am

Posted Jan. 21, 2025, set to expire Jun. 30, 2025

: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

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=5941454&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



Assistant Director of Advising Operations (4576U),
Rausser College of Natural Resources - 75672
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251889>

Downloaded On: Jan. 22, 2025 6:13am

Posted Jan. 21, 2025, set to expire Jun. 30, 2025

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

,