

Director of Graduate Student Life (4565U), Graduate  
Division Ops - 75804  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252215>

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Posted Jan. 27, 2025, set to expire Jun. 30, 2025

<b>Job Title</b>	Director of Graduate Student Life (4565U), Graduate Division Ops - 75804
<b>Department</b>	Graduate Division
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jan. 27, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager Professional Staff
<b>Academic Field(s)</b>	Student Services Educational Services Counseling Services
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**Job Description**

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**Director of Graduate Student Life (4565U), Graduate Division Ops - 75804**

**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



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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 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**

As a central service center for the entire campus, the Graduate Division works to guide and assist students starting before they apply for admission, through the various milestones of their progress, to the completion of their degree requirements. We provide academic, personal, and professional support services that are vital to the everyday well-being and life-long successes of Berkeley master's, professional, and doctoral students.

As the authoritative resource and chief advocate for graduate education, the Graduate Division ensures the equitable administration of policies governing graduate studies across Berkeley's 14 schools and colleges. As the administrative arm of the Academic Senate's Graduate Council, we partner with the faculty and staff of each program and the deans of each school and college to

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maintain the world-renowned quality of Berkeley's graduate education.

### **Position Summary**

Manages the office responsible for planning, developing and implementing programs, services, activities and processes for graduate and professional students in their non-academic life at the university, including housing, basic needs, SVSH prevention training, community development and student support.

### **Application Review Date**

The First Review Date for this job is: 02/07/2025.

### **Responsibilities**

- Makes recommendations to management for changes and/or development of new activities and services.
- Collaborates with the Graduate Assembly, academic departments, and central service units in response to changing demographics and needs of graduate and professional students.
- Advocates for graduate students on campus- and systemwide committees to ensure that services and resources meet the needs of graduate students.
- Works with various campus stakeholders and partners including internal communications staff to improve communications on all channels that connect graduate students with relevant services.
- Develops and maintains relationships with internal and external campus stakeholders crucial to program success.
- Collaborates with Student Affairs and Equity & Inclusion departments, e.g., Residential Life, Gender Equity Resource Center, PATH to Care, Student Parent Center, etc. to ensure that graduate student needs concerning housing, health, wellness, community-building and campus engagement are being met.
- Serves as Graduate Division's representative on campus advisory bodies such as Chancellor's Advisory Committees on Student Mental Health, Student Services Fees, and Work and Family.
- Serves on Students of Concern Committee as primary or alternate Graduate Division representative; serves as a resource and liaison for case management of graduate students in distress.
- Manages a program of providing counseling, guidance and development to student leaders or student government.
- Oversee(s) a program(s) and service(s) of diverse complexity and scope.
- Collaborates and interacts with the Graduate Assembly Executive Board to design, plan, and

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implement activities and initiatives to create and cultivate graduate student wellbeing through a variety of channels.

- Collaborates with Graduate Division communications and events staff, Office of Graduate Diversity, and other Student Services offices to design, plan, and implement student-oriented events such as New Graduate Student Orientation, Graduate and Professional Student Appreciation Week, Graduate Diversity Day, etc.
- Manages and oversees annual requirement for student SVSH prevention training.
- Serves as Graduate Division liaison to offices that deliver content, manage communications, and ensure compliance.
- Works with Directors of Graduate Admissions and Degrees to ensure that entering and continuing students receive correct notifications and appropriate enrollment holds as necessary.
- Determines daily priorities for the Office of Graduate Student Life; manages financial and human resources to achieve program goals; supervises program staff and/or student staff.

### **Required Qualifications**

- Advanced knowledge of advising and counseling techniques.
- Advanced knowledge of and/or can quickly learn common University-specific computer application programs.
- Knowledge of and/or can quickly learn University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Advanced knowledge of Student Affairs/Student Life specialization.
- Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
- Advanced abilities in project management, problem identification and reasoning skills.
- Advanced ability to develop original ideas to solve problems.
- 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**

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for

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#### 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 annual salary that the University reasonably expects to pay for this position is \$72,600.00 - \$100,800.00.

#### How to Apply

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

#### Other Information

- This is not a visa opportunity.
- 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.

#### 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.

#### Misconduct

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**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:

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

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

**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 [https://apptrkr.com/get\\_redirect.php?id=5956346&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5956346&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](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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