

Graduate Student Affairs Officer, Master's Program
(4575U) 75841
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252218>

Downloaded On: Jan. 30, 2025 7:13pm

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

Job Title	Graduate Student Affairs Officer, Master's Program (4575U) 75841
Department	Berkeley Social Welfare
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 27, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services Educational Services Counseling Services
Apply Online Here	https://apptrkr.com/5956361

Apply By Email

Job Description

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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 for students, faculty and staff.



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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

Located within the world's finest public university and one of the most diverse regions in the nation, the UC Berkeley School of Social Welfare strives to transform the systems that perpetuate poverty and social disadvantage.

Berkeley Social Welfare develops effective leaders and scholars committed to solving complex social problems; produces, disseminates and utilizes research to improve social-service delivery and policy through critical thinking and evidence-based knowledge; and prepares the next generation of culturally-competent social workers, researchers and teachers dedicated to serving the most vulnerable members of our society.

Application Review Date

The First Review Date for this job is February 7, 2025

Responsibilities

Academic Advising:

- Designated Graduate Student Affairs Officer (GSAO) and primary contact for graduate students enrolled in Social Welfare professional master's degree programs and certificates.
- Keeps abreast of, communicates, and implements university policies and procedures governing

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- graduate degrees; advises students, faculty, and staff to maintain compliance
- Advises students, faculty, and staff on school and university policies and procedures governing graduate degrees; reviews students' progress and advises students and faculty on requirements for degree/program completion; identifies students with progression problems; ensures effective and timely resolution of student concerns by proactively addressing issues and ensuring outcomes are thoroughly documented and communicated.
 - Facilitates resolution of re-enrollment or scheduling concerns; Creates student program plans and anticipates individual students' needs for degree completion; enrolls students in courses as needed; Facilitates Head Graduate Advisor review of and recommends interventions, petitions, and exceptions that may affect the multiple departments
 - Collaborates with students, faculty, and staff to ensure student feedback mechanisms are equitable and relevant; identifies and implements innovative approaches to meeting the academic and student engagement needs of a diverse and changing student body.
 - Develops, produces, and maintains electronic advising materials, including student data, email communications, and students of concern records; provides regular updates on student progress; collects, analyzes, and reports on data related to student progress, retention, and satisfaction to inform advising practices and program improvements; ensures compliance with privacy regulations, such as FERPA.
 - Connects students with available on- and off-campus resources and offices, including, but not limited to, the Disabled Students Program (DSP), Basic Needs Center (BNC), Counseling and Psychological Services (CAPS), and Ombuds Office for Students and Postdoctoral Appointees, and the Graduate Division
 - Advises students and faculty on student conduct, grievances, disputes, and discrimination issues, and liaises with campus units handling these matters. Makes referrals to and liaises with campus units responsible for administering student conduct, grievances, and discrimination complaints.
 - Utilizing an in-depth knowledge of the field, counsels students on post-degree information and practices related to professional credentialing, licensure, and post-doc opportunities.
 - Coordinates dissemination of timely information to all students regarding upcoming deadlines, events, and registration information.
 - Stays current on best practices in graduate advising, academic policies, and program requirements through ongoing training and professional development; provides feedback to improve advising tools, policies, and procedures, ensuring they meet evolving student and institutional needs.

Recruitment and Admissions:

- Collaborates with student services team and faculty to plan and implement outreach programs

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with specific target audiences and institutions; develops and conducts regularly scheduled program information sessions throughout the year; represents program at graduate recruiting events; coordinates and arranges student recruitment and new-admit visits to Berkeley.

- Ensures accurate communication to prospective students on necessary academic preparation, appropriateness of program as it pertains to the prospective applicant's goals; Advises and communicates to newly admitted students toward matriculation
- Utilizing in-depth knowledge of admissions criteria, helps rank applicants for admissions.
- Evaluates domestic and international transcripts for degree eligibility.

Programming:

- Collaborates with other student services staff, Dean's Office and faculty to plan, prepare for, and implement complex, high-visibility student events, including new graduate student orientations; academic success strategies; and student life engagement/enrichment programs with a focus on equity, inclusion and belonging; coordinates communication to students and relevant faculty leading up to events; conducts informational presentations and workshops for students

Financial Aid:

- Advises students on financial aid options including departmental, campus and extramural funding opportunities.
- Collaborates with Dean's Office Project Analyst and other student services staff and faculty to recommend and select funding recipients.
- Collaborates with Dean's Office Project Analyst on the coordination of the administration and awarding of student grants and other awards.
- Assists faculty with recruitment and selection of academic student employees as needed.

Course Scheduling:

- In collaboration with Associate Dean of Academic Affairs, Dean's Office Project Analyst, and other stakeholders supports curriculum planning for the masters program to ensure there are no scheduling conflicts with required courses for MSW and concurrent degree students.
- Ensures course availability and student progress through course sequences.
- Manages course exceptions/waivers and workarounds for specific student scheduling issues.
- Ensures compliance with campus-wide policies.

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Other duties as assigned.

Required Qualifications

- Thorough knowledge of advising and counseling techniques, particularly for graduate and professional degree students.
- Knowledge of and/or can quickly learn University-specific computer application programs, major office, database, and internet software packages.
- Knowledge of and/or can quickly learn academic programs, including curricula, admissions requirements, and financial aid programs, at colleges/universities and specifically at UC Berkeley and/or comparable institutional knowledge.
- 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.
- Demonstrated reliability including ability to meet deadlines and prioritize work independently.
- Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
- Ability to maintain confidentiality, objectivity, sensitivity, discretion, professionalism, and exercise good judgment and tact.
- Ability to interpret complex policies and develop procedures to ensure compliance.
- Solid service orientation and critical thinking skills; attention to detail; and ability to communicate effectively both verbally and in writing.
- Solid ability to use organizational skills to multi-task in a high-volume environment and adapt to changing priorities.
- Demonstrated interpersonal skills and the ability to work effectively across the organization at all levels; high degree of emotional intelligence; political acumen; ability to build consensus among diverse populations, including faculty, staff and students.
- Experience with multicultural competencies; demonstrated ability to work with diverse populations including undergraduate and graduate students, faculty, staff, and outside agencies.
- Bachelor's degree in related area and / or equivalent experience / training

Preferred Qualifications

- Knowledge of complex U.S. visa and immigration procedures, compliance issues, and employment eligibility / authorization for international students and scholars.
- Knowledge of career and licensure opportunities in social work and related fields.
- Master's degree in social work, counseling, education, public health, public policy, or closely related field and/or two years' experience in graduate student advising

Salary & Benefits



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This is a full-time, 1-year contract position. Extension is possible with continued funding. This position is eligible for up to 40% (16 hours per week) 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 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 \$70,000.00 - \$85,000.00. The full salary range for this position is \$61,200 - \$105,200 (grade 19).

How to Apply

To apply, please submit your resume and cover letter.

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 E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

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 Disclosure



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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 [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



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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