

Career Services Specialist 4 (4517U), Haas School of  
Business - 74770  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252337>

Downloaded On: Jan. 30, 2025 7:00pm

Posted Jan. 29, 2025, set to expire Jun. 30, 2025

<b>Job Title</b>	Career Services Specialist 4 (4517U), Haas School of Business - 74770
<b>Department</b>	Haas School of Business
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jan. 29, 2025
<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
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**Job Description**

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**Career Services Specialist 4 (4517U), Haas School of Business - 74770**

**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.

As a world-leading institution, Berkeley is known for its academic and research excellence, public



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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

UC Berkeley's Haas School of Business offers a unique opportunity to champion new ideas, collaborate across boundaries, and continually learn in a workplace committed to increasing diversity and creating a welcoming environment for all. Our distinctive culture is captured within our four [Defining Leadership Principles: Question the Status Quo, Confidence Without Attitude, Students Always, and Beyond Yourself](#). These principles distinguish Berkeley Haas as a unique environment, conducive to teamwork, collaboration, and career growth.

For more information about the Haas School of Business visit: <https://haas.berkeley.edu/about/>

The Haas School of Business embraces flexible working arrangements for its employees. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

### Application Review Date

The First Review Date for this job is: 12/26/2024. For full consideration, please apply by 01/06/2024.

### Responsibilities

Involves planning, developing, and implementing programs, activities, coaching and advising focused on students' career development. Works with students, alumni, and/or potential employers. More specifically, this role works primarily with the Executive MBA population and occasionally students from

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the Evening/Weekend, Full-time programs and MBA alumni as needed.

Provides career counseling in particularly complex areas that require specialized expertise, such as Ph.D. students who are investigating careers inside or outside academia.

- Includes other students obtaining terminal professional degrees such as J.D.s, M.D.s, etc.
- Conducts one-on-one and group coaching sessions with MBA students to support their short-term and long-term career development as well as their current recruiting efforts for both traditional and non-traditional MBA roles.
- Advises MBA students on how to build interview proficiency, industry knowledge, communication and networking skills, and offer evaluation and negotiation skills.
- Use of quantitative and qualitative assessments to help MBA students assess career goals.
- Educates students about external resources to aid their job search as needed.
- Engages Relationship Management Team to ensure that MBA students have current information about specific job markets and recruiter perceptions.

Researches, designs, and develops workshops and programs to meet the career need of students and alumni.

- Builds expertise on MBA-relevant careers and job markets by conducting ongoing research and outreach to alumni and other representatives at various companies.
- For example, if Product Management is in-demand for students, involves researching and designing a workshop to improve student ability to perform well in a Product Management case interview.
- Understand student needs that impact their performance to successfully have career self-efficacy (career confidence to pursue their goals) such as resiliency, overcoming imposter syndrome and overcoming "fear of missing out".
- Research evidence backed methods to create a workshop to empower students to manage their needs (such as those outlined above).

Develops and oversees delivery of broad and complex career-focused programs and events that incorporate the needs of organization partners and constituents.

- Works with Admissions to develop and deliver programs to support the recruiting and retention of new admits.
- For example, pre-admission workshops or information days.

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- Works with Alumni Relations to develop and deliver workshops and programs for the alumni to complement/supplement Alumni Relations programs.
- For example, the Gold Alumni cohort and recent graduate programs.
- Collaborates with the Diversity, Equity and Inclusion office to support their needs and initiatives.
- Collaborates with Academics to support their needs and initiatives, such as professional development courses - i.e., leadership presence.

Manages program improvement processes.

- Leads tracking and collection programs for CSEA-compliant employment data to support our internal and external reporting.
- Oversees outreach efforts to students to ensure compliance with our reporting requirements.
- Manages program improvement processes.
- Maintain coaching records for each student.

Conducts needs assessments and collaborates with faculty and other members of the University community in course design and development.

- For example, noticing students lack of story-telling skills and providing that feedback to faculty teaching story-telling on the specific capabilities that impact their ability to successfully pursue their career goals.
- Additionally, noticing students in take-home assignments struggling to succeed in the data presentation piece and providing that feedback to the academics class resulting in the development of a data presentation course.

Oversees career program technical systems and uses thorough knowledge of career program and information systems to build applications and improve web sites and other supporting technologies.

- Oversee development and selection of new resources, including online videos, self-study exercises and assessment tools.
- For example, in order to help increase student success in the consulting interview process, reviewing the market place for online programs.

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Presents sensitive and difficult information about the career program, including presentations to the media and the public.

- This includes, talking about the employment opportunities of an MBA to websites dedicated to the MBA programs such as "Poets and Quants".
- Sharing unique students stories or student outcomes that highlight the opportunities a Haas MBA provides such as access to students in media outlets like "Fortune" and "Inc."
- Participating in Haas admission programs such as "Days at Haas" to providing information to potential new admits.

Establishes and cultivates relationships with corporations and other organizations related to career services for students and alumni to promote fundraising and enhance the organization's relationship with outside organizations.

- Works with recruiters to understand their company needs and interview processes.
- Listening and partnering with recruiters to understand Haas's students performance in all phases of the interview process.
- Provide school representation at events sponsored by organizations that promote MBA employment such as recruiting events and conferences (i.e. Women in Leadership, Consortium).

#### Professional Learning and Growth

- Embraces the principle of being a "student always" by engaging in opportunities for training, workshops, seminars, continuing education pertinent to the position, or at the suggestion of the supervisor.
- Actively contributes to a team environment that fosters and promotes a culture of diversity, equity, inclusion, and belonging (DEIB) within the unit and at Haas.
- Engages in ongoing education to promote diversity, equity, inclusion & belonging by completing University sponsored certifications & training sessions (ie: MEP Workshop, Implicit Bias Certification, LinkedIn Learning workshops, and other workshops & seminars offered by the University or Haas, as they are made available) or by engaging in external seminars & resources related to DEIB.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.

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### Required Qualifications

- Advanced knowledge of career development theories, adult development theory, counseling processes, career coaching techniques, career decision making, learning styles and job search techniques.
- Advanced knowledge of needs assessment theory, processes and practice.
- Workshop and program design.
- Advanced knowledge of or can quickly learn, UC programs, career services, employer, alumni, and faculty needs and expectations, recruiting and staffing methods, employment trends.
- Demonstrates strong skills in using computer applications to meet program needs (such as record keeping using a student management system), problem identification, presentation skills, verbal communication, written communication, and organization skills.
- Advanced knowledge of coaching practices to foster the students/alumni personal development to improve student's ability (i.e. storytelling, networking, interviewing and decision-making) and confidence to pursue their career goals.
- Advanced knowledge of leadership practices and development, especially for middle managers or first time managers, to help students and alumni succeed in their current roles.
- Available to work evenings and weekends when the EMBA population is on campus ("on block") and for periodic career/school events such as alumni weekend, admissions events, alumni workshops, networking events, career days and others.
- Experience in conducting workshops or solo presentations for groups as large as 300 students.
- Demonstrates strong organization skills to meet deadlines and balancing coaching up to 5 students a day.
- Knowledge of evidence-based practices for measuring the effectiveness of qualitative based workshops and programming - such as EQ skills workshops.
- Experience in a management role in a student desired industry such as big tech and/or social impact.
- Excellent interpersonal skills, demonstrating a desire to promote diversity, equity, inclusion and belonging to establish and maintain positive & professional working relationships with colleagues, students and team members.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.
- Demonstrates an understanding of and commitment to diversity, equity, inclusion, and belonging in a business, organization or public university setting.

Education/Training:

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

### Preferred Qualifications

- MBA degree in related area and/or equivalent experience/training.
- Recognized Coaching certification (eg., CTI) through an established program.

### Salary & Benefits

This is a 50% part-time (20 hrs a week) exempt career position, which is paid monthly and eligible for 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 \$80,400.00 - \$112,900.00.

### How to Apply

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

### Other Information

- This is not a visa opportunity.



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### **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**

**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:

[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](#).



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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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