

Resident Advisor (Temporary, 4570U) 75786
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252437>

Downloaded On: Jan. 31, 2025 12:58am

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

Job Title	Resident Advisor (Temporary, 4570U) 75786
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 30, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services Residential Life Counseling Services
Apply Online Here	https://apptrkr.com/5965221

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.

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

The Berkeley Pre-College Scholars Residential Program offers international & domestic high school students the opportunity to live on campus & enjoy the summer at Berkeley; allowing students to enroll in Berkeley courses, get involved in extracurricular activities, excursions, workshops & to take advantage of everything the campus has to offer. Please find more information at <http://precollege.berkeley.edu/>.

There are two Resident Advisor positions available.

Responsibilities

Community Development

- Promotes the residential community through organizing programs, events, and services.
- Model leadership and engagement through active participation in Pre-College Scholars programs and encourage staff and residents to participate in the activities.
- Make efforts to maintain an awareness of the issues of all residents, paying particular attention to the concerns of underrepresented student populations.
- Serve as a campus and community resource for students and staff by providing guidance in planning programs and activities.
- Support & oversee RAMs, SRAMs & ARDs in their community development efforts through identifying resources, & providing feedback.
- Work collaboratively with ARDs to design and promote community building activities among

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residents in both residential halls.

- Display appreciation of differences and assist students in developing an understanding of diverse cultures and lifestyles.
- Act as a mediator in conflict situations when needed using program policy and restorative justice practices.
- Facilitate an effective & supportive working relationship with the residential team & building staff.
- Has a presence in the residence halls. Maintains consistent hours to best serve students & staff.
- Regularly attends staff & pod events. Support leading all hall meetings if necessary.
- Be present, welcoming and supportive during student arrival and departure.
- Coordinate & participate in Pre-College wide events as assigned.

Residential Education Model Implementation & Engagement

- Helps to resolve resident problems and basic conflicts, referring serious or potentially serious matters to a Student Life and Development professional.
- Using student development theories, promotes individual, community responsibility and development in accordance with the departmental residential curriculum.
- Working within the limits of professional capabilities, assists students who have academic and personal concerns. Make appropriate referrals when necessary.
- Develops & implements strategies to address the developmental needs of specific student populations in line with the departmental residential curriculum.
- Develops and maintains positive relationships with both residents and area staff that encourage on-going communication, mutual support, and respect.
- Encourage a living/learning environment through academic integration activities to encourage staff to plan programs involving campus partners.
- Assists faculty associated with the Summer Sessions with getting students to class daily to ensure their success throughout the summer.
- Addresses incidents of inappropriate behavior using a restorative and developmental approach in informal interactions with students.
- Effectively resolve cases of student misconduct within an restorative and developmental framework. Using student development theories, promotes individual, community responsibility and development in accordance with the departmental residential curriculum.
- Working within the limits of professional capabilities, assists students who have academic and personal concerns. Make appropriate referrals when necessary.
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Safety/Risk Management Responsibilities

- Participates in disaster response preparedness, and assists residents if emergencies occur.
- Work closely with the Pre-College Scholars staff, UCPD, Berkeley fire department, and the University Fire Marshall to develop, implement response to fire, earthquake, and other significant safety issues.
- Serve as a member of the staff on-call duty rotation support at your respective residential hall. Accompany program participants to the urgent care, or hospital in case of an incident.
- Assist in the direction of summer staff to ensure timely and appropriate reporting of information to the appropriate Pre-College Scholars Residential Program staff.
- Participate in daily and weekend duty coverage. Staff will be expected to equally share responsibilities associated with duty coverage during holiday periods.
- Manage situations involving various psychological, emotional, medical or other safety related emergencies or incidents in the residential community.
- Create Incident Reports and other notifications of student concerns in a timely manner, and consult with the professional staff on conduct action. Modeling of good health behavior and hygiene for the well-being of the community
- Respond to student behavior that is in violation of campus and program policies and procedures.
- Accompany program participants to the urgent care, or hospital in case of an incident.
- Use reports and one-on-one meetings to identify students who may be at risk.
- Model ethical behavior and adhere to all program policies.
- Communicate related policies to both staff & residents.

Administrative Responsibilities

- Coordinates & administers the Residential Life Program for a residence hall under the

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supervision of an Residential Operations Admin, including both student development & health & safety components.

- Maintain ongoing communication with the University and Pre-College Scholars Program staff as necessary to ensure an appropriate exchange of information.
- Completes assigned projects, reports, & inventories as directed by the department in the time allotted.
- Attend, lead & participate in staff development activities and training as outlined by the department.
- Attend and participate in all aspects of mandatory staff training, starting Sunday, June 8, 2025.
- Report any changes in housing rosters & communicate any inconsistencies to operations staff.
- Relay student concerns regarding residential living to the Pre-College Scholars program staff.
- Attends regularly scheduled departmental meetings & professional development activities.
- Organize pre-arrival room walk-throughs to ensure student rooms are ready for move-in.
- Completes sections of the end-of-program reports by designated deadlines.
- Manages community & roommate agreements for specific buildings.
- Work with professional staff to complete an end of program report.
- Support Pre-College Scholars Residential opening and closing.
- Maintains facilities through regular building walk-throughs.
- Represents the university in a professional manner.
- Other duties as assigned by supervisor(s).

Student Staff Support, and Training

- Conduct regular weekly check-ins with the staff to ensure all students are thriving in the program and to identify any needs for additional support in community building and programming efforts.
- Train and support RAMs, SRAMs & ARDs on an on-going basis to facilitate leadership and personal growth and development.
- Leads student engagement efforts within the residential curriculum by the RAMs, SRAMs & ARDs to ensure the attainment of department goals, leadership and personal development.
- Develop and maintain staff awareness of campus/community issues through training, programming, individual contacts and role modeling.
- Plans and implements staff development to aid the RAMs, SRAMs & ARDs in developing positive team dynamics and a cohesive team unit.
- Supports and oversees RAMs, SRAMs & ARDs in their administrative assignments ensuring accuracy, timeliness, and completeness.
- Provides a high level of visibility & availability to staff, while serving as a role model for students &

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staff.

- Provides opportunities for staff to receive feedback about the quality and effectiveness of their work.
- Assists with and leads at least (1) session during RAM & SRAM professional development sessions.
- Serves as a guide to the student leaders and provides accurate resource information.
- Maintains staff compliance with established Residence Life and University Policies.
- Assist in conducting regular weekly hall staff meetings on Tuesdays from 7-9PM.
- Assists with Resident Advisor training & professional development.
- Evaluates the performance of RAMs, SRAMs & ARDs on a regular basis.

Required Qualifications

- Demonstrated interpersonal skills.
- Skills in service orientation, active listening, problem solving, and critical thinking.
- Verbal communication, written communication, organization.
- Ability to remain calm in emergency situations.
- 1-2 years residence life experience in a college setting or 1 year professional experience in secondary or higher education setting.
- High school diploma and / or equivalent certification / experience / training

Preferred Qualifications

- Experience working with identity-based groups, and/or diverse student populations.
- International experience/exposure. Including but not limited to study abroad, Global Edge, etc.
- Bachelor's degree in related area and/or equivalent experience/training
- Master's degree in student affairs, higher education, counseling, ethnic studies, social work, or related field and/or equivalent experience/training.

Salary & Benefits

This is a full-time, 9-week, limited (temporary) position.

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

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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 that the University reasonably expects to pay for this position is \$10,000, paid in biweekly increments.

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.

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 Disclosure

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

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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

University of California, Berkeley

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