

Graduate Student Affairs Officer, Jurisprudence and
Social Policy Program (4575U), Berkeley Law - 7
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253132>

Downloaded On: Apr. 2, 2025 2:35pm

Posted Feb. 14, 2025, set to expire Jun. 30, 2025

Job Title	Graduate Student Affairs Officer, Jurisprudence and Social Policy Program (4575U), Berkeley Law - 7
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Feb. 14, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services
Apply Online Here	https://apptrkr.com/6005600

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 mission, diverse student body, and commitment to equity and social justice. Since our founding in

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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

At Berkeley Law, we are committed to excellence in education and scholarship, as well as equality of opportunity. We believe we have a responsibility to use our substantial intellectual capital to help solve real-world problems and to create a more just society through clinics, research, and policy engagement. We believe that a Berkeley Law degree is a tool for change, both locally and globally, and that we should be educating the leaders of tomorrow. We maintain an environment that nurtures academic and personal growth, respects a diversity of ideas, and stimulates independent thought and critical reasoning.

Berkeley Law offers a program of graduate study in law and society, leading to the Ph.D. degree in Jurisprudence and Social Policy (JSP), a research center, the Center for the Study of Law and Society (CSLS) and an Undergraduate Legal Studies (LS) major in the same administrative unit. These units are located in 2240 Piedmont Avenue and share administration and operational support services.

Position Summary

The Graduate Student Affairs Officer performs a wide range of student services duties and responsibilities for the Jurisprudence and Social Policy Ph.D program. This position provides assistance to the dean/chair, faculty, and students in academic advising, recruitment, admissions, financial aid, visa/immigration matters, the evaluation and awarding of fellowships and block grant funds, student orientation and events, career counseling, and related programs.

Application Review Date

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The First Review Date for this job is: February 26, 2025

Responsibilities

Academic Advising & Progress of Enrolled Graduate Students:

- Applying professional Student Services concepts, provides JSP graduate student support on a variety of issues including registration and enrollment policies and procedures, degree requirements, administrative issues, personal issues affecting studies, withdrawal and readmission, departmental and campus programs, and graduation.
- Reviews students' progress and advises students and faculty on requirements for degree completion.
- Identifies students with progression problems and recommends interventions.
- Serves as a liaison to the Graduate Division staff (and Law School student services office as appropriate) in determining and implementing feasible solutions regarding students with unusual and specific academic problems.
- Maintains all departmental graduate students records and files, including records of dissertation and qualifying exam (QE) committees.
- Assists & advises students in timely preparation of documents for QE exam eligibility; committee changes and approval; advancement to candidacy; conferral of Ph.D. degree.
- Initiates constitution of Ph.D. qualifying examination committees to ensure departmental requirements are met.
- In consultation with the Head Graduate Advisor, writes and updates the Graduate Program guide and updates the online Academic Guide.
- Serves as department resource for graduate matters.
- Advises students and faculty on departmental, Graduate Division, and university policies and procedures.
- Makes recommendations for the improvement of department procedures regarding all aspects of the graduate student experience.
- Analyzes the educational and administrative impact of proposals and changes to the course program.

Fellowships and Financial Aid:

- Advises students on department five-year fellowship package terms and financial aid options on campus.
- Oversees the administration, evaluation, and awarding of student fellowships, grants,

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scholarships, and other awards.

- Monitors and verifies funding available for students, including comprehensive and complex roster of departmental funds, Graduate Division-managed funds, and Graduate Division Block Grant.
- Tracks individual student fellowship packages to manage the distribution of non-departmental graduate student funding in conjunction with departmental resources to ensure full distribution of student funding each semester.
- Verifies student enrollment data required for fellowships and funding.
- Together with the Berkeley Law Financial Aid office processes disbursement of funds via Student Information System (SIS).
- Maintains department records regarding student fellowship tracking.

Admissions:

- Manages and facilitates the process of the application cycle. This includes the areas of application processing, document management, advising and prospective student communication, and materials development.
- Advises prospective applicants on necessary academic preparation, appropriateness of program as it pertains to the prospective applicant's goals.
- Prepares application files for reader evaluation. This includes areas of application processing and document management.
- Researches and resolves admissions issues and discrepancies that arise.
- Documents results in the database, and notify applicants of any missing materials.
- Collects and processes missing materials as received to complete files.
- Coordinates and documents Admissions Committee recommendations.
- Prepares admitted applicant files for Graduate Division approval.
- Initiates and arranges prospective students visits to Berkeley.

Events:

- Plans and implements complex, high-visibility student events, such as commencements and new student orientations.
- In coordination with relevant staff, faculty and students, plans and implements select graduate student events, including visit day, new student orientations, graduate student forums, and workshops.
- Coordinates commencement details with Berkeley Law for PhD recipients and serves as primary contact for Ph.D. student participation in the annual ceremony.

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- Attends department graduate student events, as required.

Professional Development:

- Attends campus-wide graduate advising (GSAO) meetings, and tracks and reports back to the department about any changes related to graduate affairs.
- In consultation with supervisor, identifies and implements annual professional development goals. Examples might include special projects, or participating in professional associations, training programs, or campus committees.
- May participates and attend workshops and seminars focusing on topics such as professional skills development, planning in higher education, and developing and maintaining expertise on various computer systems and computer software.

Required Qualifications

- Working knowledge of advising and counseling techniques.
- Knowledge of and/or can quickly learn 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.
- Strong verbal and written communication skills.
- Excellent interpersonal skills, including demonstrated experience in multicultural competencies, ability to work in diverse populations and collaboratively in teams.
- Ability to accurately interpret policies and procedures to students and faculty.
- Thorough knowledge and experience working with a diverse student population and commitment to strategies to support student diversity.
- Strong skills in judgment and decision-making, problem identification, and problem solving.
- Ability to keep track of and communicate program concentrations and department's complex funding support plan.
- Strong computer skills, including knowledge and proficiency of Google suite, Microsoft suite, and database software; ability to learn new systems and software.
- Proficiency with and/or ability to learn new technology; ability to train others to use new technology.
- Strong attention to detail and commitment to accuracy.
- Service oriented, with ability to remain courteous at all times.
- Ability to exercise consummate discretion regarding management of confidential student records and privileged information within the department.

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- Advanced knowledge of policies and procedures pertaining to graduate study and professional education; thorough knowledge of or ability to learn of university policies, procedures, processes and requirements.
- Demonstrated commitment to and understanding of diversity, equity, inclusion, and belonging (DEIB), and ability to apply and integrate core concepts of DEIB into everyday practice.
- Must be 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.
- Must demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community.
- Experience providing a wide range of student services duties and responsibilities for an academic department, school, college, or organization.
- Experience working in academic advising, recruitment, admissions, financial aid, student orientation and events, career counseling, and related programs.

Education/Training:

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

Preferred Qualifications

- Academic advising experience at the graduate level.

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

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experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$71,000.00 - \$83,200.00

- 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.

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 20% 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

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.

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"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=6005600&targetURL=

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[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=6005600&targetURL=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

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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