

Student Services Advisor 3 (4575U) Job 76290 - Institute
of Urban & Regional Development (IURD)
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253134>

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

Job Title	Student Services Advisor 3 (4575U) Job 76290 - Institute of Urban & Regional Development (IURD)
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
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Job Description	

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**Student Services Advisor 3 (4575U) Job 76290 - Institute of Urban & Regional Development
(IURD)**

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

The Institute of Urban & Regional Development is an interdisciplinary academic and research unit dedicated to prioritizing justice in initiatives to understand, mitigate, and adapt to climate change. IURD is the College of Environmental Design's hub for research and home to two master's degree programs, the Abbey Master of Real Estate Development + Design and the Master of Urban Design, as well as the Sustainable Environmental Design undergraduate major.

The Master of Real Estate Development + Design (MRED+D) program is a different kind of real estate development program, built on a foundation of equity, resilience, and design. We are training the next generation of socially-conscious and community-oriented developers to be a part of the solution to the grand challenges of our time - climate change, COVID-19, racial injustice, rising inequality, the affordable housing crisis, and more. Our students come from business, architecture, urban planning, engineering, law, among others, and typically bring 5+ years of work experience. MRED+D is a 3-term, one-year or 6-term, part-time two-year intensive program with an enrollment of 35-40 students. Students learn real estate development, entitlements and project approvals, real estate economics and market analysis, equitable development, design and urbanism, professional practice, public private partnerships, construction, resilience, plus undertake a development studio and individual capstone project. Students can also choose a concentration in order to deepen their study of real estate development. See - <https://ced.berkeley.edu/academics/real-estate/real-estate-programs/>

The MRED+D Graduate Student Affairs Officer (GSAO) role involves a wide range of student services duties and responsibilities for the Master of Real Estate Development + Design program. The GSAO provides assistance to the MRED+D Executive Director, Program Director, and graduate students in

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academic advising, admissions, financial aid, student orientation and events, alumni relations, and related programs. The incumbent will also develop and implement programs for student outreach, recruitment, and admissions and educate the public about admissions requirements, policies, and processes.

Application Review Date

The First Review Date for this job is: 2/26/25 - Open until filled

Responsibilities

30% Student Services and Academic Advising:

- Communicate regularly with students regarding program updates, events, scheduling, and other matters of importance.
- Applying advanced academic advising and student services concepts, provides the full range of student services to MRED+D students, including academic advising, on- and offboarding, policy interpretation and enrollment.
- Serves as key MRED+D point of contact for all relations with Office of the Registrar, Billing & Payments, Graduate Division and Admissions.
- Partners with the IURD Student Services and Program Coordinator on MRED+D participation in the Interdisciplinary Graduate Certificate in Real Estate (IGCRE), which serves 45 certificate students who are enrolled in a variety of UC Berkeley graduate professional degrees, including priority enrollment.

30% Recruitment and Admissions:

- Plans and implements outreach programs with specifically targeted populations and institutions including in-person events, webinars, and social media marketing.
- Advises prospective applicants on necessary academic preparation and appropriateness of program as it pertains to the prospective applicant's goals.
- In cooperation with the IURD Student Services and Program Coordinator, checks the completeness of applications for admission and coordinates the application reads process in each admissions round.
- Initiates and arranges student recruitment visits to Berkeley, online recruitment events, and connections to students and alumni.
- Coordinates and provides support for admissions meetings.

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10% Alumni Engagement:

- Coordinates student exit surveys and follow-up data collection surveys.
- Facilitates outreach and connection for current students through ongoing alumni engagement in annual program activities and social events.
- Works with the Director of Career Development to connect current students with alumni for career services programming and networking opportunities.

10% Financial Aid:

- In collaboration with the Program Director, processes the administration and awarding of student fellowships, grants, scholarships, and other awards; advises students on financial aid options on campus and extra-mural fellowship opportunities.

10% Events:

- Works with the MRED+D Program Director and IURD Student Services and Program Coordinator (and with the Director of Career Development, as appropriate) to plan and staff high-visibility student events, such as orientations, commencements, careers events, lectures, etc.

5% Communications:

- Communicate regularly with students regarding program updates, events, scheduling, and other matters of importance.
- Manages and updates Student Services & Recruitment/Admissions website content.

5% 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 CED.

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Required Qualifications

- Working knowledge of and experience with advising and counseling techniques, preferably with professional degree students.
- Interpersonal skills. Multicultural competencies; ability to work with diverse populations.
- Proven track-record with graduate level recruiting and yield strategies, preferably with professional degree students.
- Excellent skills in judgment, problem identification, reasoning, and developing solutions.
- Excellent written and verbal interpersonal communication skills.
- Skills in monitoring/assessing people, including social perceptiveness.
- Ability to multi-task, manage competing priorities of day-to-day operations and project work, while paying attention to detail and not losing sight of the big picture.
- Proficiency with Microsoft Office Suite, including Word, Excel, and PowerPoint; proficiency with Zoom.
- Ability to work occasional evenings for events/programming.
- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Knowledge of University Campus, College policies, regulations and procedures.
- Knowledge of campus-specific computer application programs, such as UC Berkeley's SIS/Campus Solutions, Canvas, Oracle PeopleSoft, and other systems.
- Knowledge of University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Technologically savvy, basic visual communication skills (image editing, graphic design), and social media marketing experience a plus.

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

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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 or hourly range that the University reasonably expects to pay for this position is \$80,000 - \$83,000.

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 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](#)



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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

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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