

Student Services Coordinator (7397U) Job 76293 -
College of Computing, Data Science, and Society (CDSS)
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253135>

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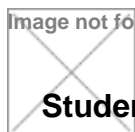
Posted Feb. 14, 2025, set to expire Jun. 30, 2025

Job Title	Student Services Coordinator (7397U) Job 76293 - College of Computing, Data Science, and Society (CDSS)
Department	College of Computing, Data Science, and Society
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)	Administrative Support/Services Student Services
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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

The College of Computing, Data Science, and Society (CDSS) is a dynamic, innovative new college at UC Berkeley that represents a once-in-a-generation transformation. The College brings together faculty, researchers, staff and students from computing, statistics, the humanities, and social and natural sciences, mirroring the cross-cutting nature of data science and redefining the research university for the digital age.

Core to the College is a commitment to examining how the digital revolution affects equity and opportunity-and building the capacity to respond to these challenges. CDSS was created to meet the opportunities and demands of a world where data, machine learning, and artificial intelligence inform practice and policy in virtually every arena. The College connects the Data Science Undergraduate Studies program, Department of Electrical Engineering & Computer Sciences, Department of Statistics, the Berkeley Institute for Data Science, Computational Precision Health, and the Center for Computational Biology.

The College is responsible for growing Berkeley's broad-based programs in data science, computing, statistics and other interdisciplinary programs, including classes and programs serving thousands of undergraduate students a year.

Visit this website and watch [this video](#) to learn more about the future home of CDSS in the new Gateway Building: <https://inspire.berkeley.edu/o/the-gateway/>

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Application Review Date

The First Review Date for this job is: 2/25/25

Responsibilities

40% Event Coordination:

- Provides comprehensive event coordination for the CDSS Student Services team (College Programs and College Advising), including planning, logistics, scheduling, communication, coordinating, and day-of event support. Events may include workshops, community building events, showcases of student work (e.g., research symposia), and other programs designed to support and engage undergraduate students.
- Provides event support for key college-wide events related to undergraduates, such as orientation and commencement. This work may include work on planning committees, coordination with the college-level events team and day-of support.
- Coordinates with the Assistant Dean of DEIBJ and Director of College Programs to establish and maintain a regular meeting schedule for the CDSS Student Advisory Board, providing planning, coordination, and logistical support.

30% Administrative Support:

- Provides administrative support for the CDSS undergraduate research program, career and internship program, transfer mentorship program, and other student services initiatives.
- Responsibilities include supporting selection process, coordination of application processes, tracking program activities, preparing program materials, and scheduling rooms and meetings as directed by the program managers. Assists in the hiring of student staff. For college-level courses, provide administrative support related to course approval, room reservations, and enrollments.
- Fulfill other similar duties as assigned.

25% Communication Support:

- Support communication efforts for student services by building, modifying, and/or updating relevant website content. Partner with the CDSS college communications team to build an online presence for CDSS Student Services.
- Manage and moderate relevant college mailing lists.
- Assist with advertising programs to potential participants.

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5% Professional Development and Growth:

- Engage in opportunities for training, workshops, seminars, pertinent to the position.

Required Qualifications

- Knowledge of administrative support operations, student services, and event planning.
- Basic skills in project management, planning, and analysis.
- Proficient in communication and interpersonal skills to communicate effectively, both verbally and in writing.
- Proficient in ability to use discretion and maintain confidentiality.
- Demonstrates the ability to use sound judgment in responding to issues and concerns.
- Excellent interpersonal skills, demonstrating a desire to promote diversity, equity, inclusion, belonging, and justice and to establish and maintain positive and professional working relationships with colleagues, students, and team members to gain trust.
- Takes initiative and shows the capacity to be proactive, use keen judgment and analytical skills when problem-solving and utilizing resources for clarification and/or instruction.
- Demonstrated skill in critical thinking, sound decision-making, problem identification, reasoning, and ability to develop original ideas to solve problems.
- Ability to work independently and as a team member on numerous administrative tasks and initiatives.
- Proficiency in Microsoft Office and/or Google Workspace.
- Bachelor's degree in related area and / or equivalent experience / training.

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

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range for a position. Salary offers are determined based on final candidate qualifications and experience.

Classification: PROJECT POLICY ANALYST 2

Anticipated hiring range: \$61,200- \$76,900

UCB salary range: \$61,200 - \$105,200

The salary offer to the final candidate will take into consideration their experience and salary equity with current UC Berkeley employees working in similar roles.

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

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

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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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