

College Advisor (4545U), College of Chemistry - Dean's
Office - 76512
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253738>

Downloaded On: Apr. 2, 2025 2:47pm

Posted Feb. 26, 2025, set to expire Jun. 30, 2025

Job Title	College Advisor (4545U), College of Chemistry - Dean's Office - 76512
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Feb. 26, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services Educational Services Counseling Services
Apply Online Here	https://apptrkr.com/6033928

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.



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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 Chemistry houses the Department of Chemistry and the Department of Chemical and Biomolecular Engineering. Both rank among the most prominent in the nation, and are renowned for their excellence in a wide range of sub-disciplines and applications in the chemical sciences. The College's undergraduate programs are rigorous, and attract a diverse group of motivated, high-achieving students. In addition to completing a challenging curriculum, our students engage in research, internships, study abroad, and a variety of other co-curricular pursuits.

The College of Chemistry's Undergraduate Advising team seeks an experienced, holistically-oriented, and equity-minded adviser who represents the full diversity of California and who demonstrates a sensitivity to and understanding of the diverse backgrounds present in our community. We support student success by helping students define and achieve their academic and personal goals. Advisers guide students in course selection, completion of degree requirements, and other academic decision-making. We serve as a resource for information about research and internship opportunities, enrichment programs, and various campus support services. Our goal is to empower students to create a meaningful educational experience at UC Berkeley.

Position Summary

Involves counseling students on academic program policies and issues. Monitors student academic progress and assists students in making appropriate educational choices and decisions. Conducts

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informational sessions and provides advice.

Application Review Date

The First Review Date for this job is: March 10, 2025. For full consideration, please apply on or before March 17, 2025.

Responsibilities

Advising

- Advises undergraduates on all aspects of their academic experience, including but not limited to: university, college, and major requirements; progress toward degree, including ways to complete requirements that may not be clearly defined; GPA and academic standing, including eligibility for honors, probation, and dismissal; schedule planning and course selection; complex transfer and joint major issues; non-academic barriers to student success, including referring students to counseling and/or assistance from other units when appropriate; internships, research opportunities, and study abroad; and career and graduate school planning.
- Evaluates and responds to student requests, using judgment in complex cases.
- Interprets and applies college, campus, and university policies and regulations.
- Advises students regarding complex issues that do not fall within clearly defined guidelines.
- Confirms that students have met requirements for degree completion when there are no clear precedents or articulations, such as interdisciplinary programs or when transfer work is involved.
- Advises College of Chemistry students who study abroad, including approving their academic plan and any associated study abroad documentation; participates in the annual study abroad fair.

Academic & Administrative Support

- Responsible for ordering and tracking usage of supplies, maintaining shared office equipment, coordinating reimbursements, and other administrative duties as assigned.
- Manages CoC undergraduate email content, including sending important announcements and deadline reminders, and keeping email lists up-to-date.
- Assists with high-visibility College of Chemistry events, including Commencement, Cal Day and other yield events, Golden Bear Orientation, and the annual Undergraduate Research Fair.
- Manages enrollment and grade submission for undergraduate independent study courses and the Undergraduate Research and Honors Programs. Determines eligibility for Dean's Honors List, Honors in the Major, and H193 Honors program. Involves interacting with faculty, outside PIs, the

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Office of the Registrar, and enrollment managers.

- Oversees concurrent enrollment for undergraduate CoC courses, approving applications on a daily basis and coordinating student enrollment with faculty as needed.
- Manages the articulation of non-UCB chemistry courses with Berkeley courses; records and tracks evaluation results in a timely manner.

Community Kitchen Manager

- Responsible for managing the CoCUSS Community Kitchen, a small lounge which provides snacks, a microwave, and a refrigerator for CoC undergraduates.
- Involves ordering and stocking supplies, tracking and analyzing usage, and maintaining the cleanliness of the lounge area.

Transfer Admissions

- Evaluates and ranks transfer student applications using in-depth knowledge of College of Chemistry admissions criteria.

Professional Development

- Participate in professional development and maintain current knowledge of student affairs via campus and other training sessions, seminars, conferences, and events; take part in campus and professional organizations; and network with professional peers.

Required Qualifications

- Demonstrated counseling and advising skills, including experience working in direct student service programs in a higher education setting.
- Knowledge in the methods used to enhance student achievement, such as strategies for effective advising, mentoring, and advocacy.
- Demonstrated problem solving skills, including the ability to be resourceful, creative, and flexible.
- Strong analytical and critical thinking skills.
- Ability to evaluate, interpret, and explain complex policies.
- Skills in judgment and decision-making.
- Strong multicultural competencies; experience working with diverse populations.

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- Excellent oral, written, and interpersonal communication skills.
- Demonstrated ability to work independently and as part of a team.
- Strong organizational skills, attention to detail, and ability to multi-task within competing timeframes.
- Knowledge of and experience with applying the policies, procedures, and requirements of the College or similar institution.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Master's degree in Academic Advising, Education, Counseling, or 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 range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$65,000.00 - \$85,000.00.

- 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.



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Other Information

- This is not a visa opportunity.
- This position is eligible for up to 40% 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.

"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=6033928&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=6033928&targetURL=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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