

College Adviser (4545U) 76477
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253864>

Downloaded On: Mar. 6, 2025 3:11pm

Posted Mar. 3, 2025, set to expire Jul. 1, 2025

Job Title	College Adviser (4545U) 76477
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 3, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services Counseling Services
Apply Online Here	https://apptrkr.com/6041739
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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.

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 L&S Office of Undergraduate Advising (OUA) provides academic advising to newly admitted, currently enrolled and readmitted undergraduate students (approximately 20,000). Additionally, OUA provides guidance on academic programs, policies, procedures in the College of Letters & Science. OUA enforces and adjudicates the academic regulations of the College in order to ensure the integrity of the degree and the continuing quality of the institution. Decisions made by OUA impact all academic units within the College of Letters & Science and set precedent for other Colleges on campus.

OUA works collaboratively with academic and administrative departments across campus. To enhance the student experience, OUA utilizes an Advising Neighborhood model by division and academic discipline, resulting in College Advisers and Undergraduate Major Advisers working more closely and collaboratively with each other.

Learn more about our mission and values here: <https://lsadvising.berkeley.edu/mission-and-value-statements>

Application Review Date

The First Review Date for this job is March 12, 2025

The department is recruiting for three openings.

Responsibilities

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ACADEMIC ADVISING

- Apply advanced academic advising theories, knowledge, and experience to support undergraduates with identifying, defining, and actualizing their educational goals.
- Advise students on L&S degree requirements and major offerings in the College (80 + majors, 60+ minors, pre-professional programs, and joint majors with other Schools and Colleges).
- Support students with course pairings and discuss different paths to complete degree requirements.
- Develop and maintain a thorough understanding of College policies, rules, and regulations. Utilize knowledge of College policies to support students in understanding College policies. Help students connect with academic and non-academic units, and make referrals to appropriate resources.
- Assess and monitor academic progress to ensure timely declaration of major, adherence to overall unit limits, and advancement to degree. Place academic registration holds and/or require scholarship contracts for students who are out of compliance with College expectations.
- Counsel students experiencing academic difficulty. Discuss academic status and support students with developing short and long-term plans to resolve academic status.
- Support students with the academic notice adjudication process.
- Verify completion of degree requirements, including circumstances when there are no clear precedents or articulations, or when transfer work is involved.
- Work with undergraduate major advisers in assigned advising neighborhoods to facilitate a student's smooth transition from undeclared to declared.
- Advise on special eligibility requirements such as Honors programs, fellowships, and scholarships.

PROJECTS & COMMITTEES

- Create and implement workshops for students. Present information effectively in individual and group situations using electronic, written, and oral formats.
- Contribute to advising initiatives and serve on Advising Teams. Assist with developing and implementing shared programming with Divisions and tertiary groups.
- Participate in special programs and projects directly related to the mission of the office.
- Serve as a resource and liaise with academic and administrative units on campus- provide information and communicate College policies to staff and faculty.
- Participate on campus-wide committees and work groups.

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PROFESSIONAL DEVELOPMENT

- Stay abreast with best practices and innovations in academic advising.
- Engage in professional development activities, including weekly office-wide training sessions and seminars, as well as participation in campus-wide committees and professional organizations.
- Attend and lead presentations in the office and at conferences such as the UC system-wide Academic Advising Conferences, and regional and national NACADA conferences.

Required Qualifications

- Advanced knowledge of developmental advising and counseling techniques
- Advanced knowledge and understanding of student development theory
- Thorough knowledge of and/or ability to learn about L&S departments, courses, and majors; and basic knowledge of undergraduate offerings in other Colleges and Schools
- Thorough knowledge of and/or ability to learn College policies, procedures, and requirements
- Strong ability to identify problems and develop creative solutions to complex problems
- Strong ability to make sound judgments and clearly convey office policies and procedures
- Strong interpersonal skills and proven ability to create and maintain effective working relationships with faculty, staff and students in a diverse, inclusive campus climate
- Strong organizational skills and ability to multitask, work under pressure, and adjust priorities when dealing with competing responsibilities
- Excellent written and communication skills
- Detail oriented and ability to learn new technologies quickly
- Bachelor's degree in related area and / or equivalent experience / training

Preferred Qualifications

- Master's degree in Counseling, Education, Higher Education Administration

Salary & Benefits

This is a full-time career position. This position is eligible for up to 40% remote work within the United States. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs and are subject to change.

This position is eligible for the full range of UC Benefits. For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

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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 salary range that the University reasonably expects to pay for this position is \$65,000.00 - \$80,000.00, annually.

How to Apply

To apply, please submit your resume and cover letter.

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:

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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 [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

jeid-419c01ec8fd58642bbddd446abb47bf8

Contact Information

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

Contact

N/A

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