

Student Services Advisor 2 (4574U) - GLOBE University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253902>

Downloaded On: Apr. 18, 2025 2:12pm

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

Job Title	Student Services Advisor 2 (4574U) - GLOBE
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
Apply Online Here	https://apptrkr.com/6044993

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 1868, we have driven innovation, creating global intellectual, economic and social value.

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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 Dado and Maria Banatao Center for Global Learning and Outreach from Berkeley Engineering (GLOBE) was founded in 2005 under the vision of Dean Richard A. Newton and College of Engineering long-time friend and benefactors, Dado and Maria Banatao. GLOBE has helped College of Engineering departments, centers, and units engage with international partners, from the initial engagement with Singapore to establish the Singapore BEARS center to the creation of the Philippine-California Advanced Research Institutes (PCARI) to the Tsinghua-Berkeley Shenzhen Institute (TBSI). GLOBE has also worked with departments and faculty to establish visiting student and scholar programs with partner institutions with whom faculty have strong relationships, from such institutions as Nanyang Technological University in Singapore to Shanghai Tech University in China to ilina University in the Republic of Slovakia. GLOBE also supports UC Berkeley students with various outgoing programs, from the ENGIN 187 course, "Global Engineering: The Challenges of Globalization and Technology Disruption," to the GLOBE Ambassadors study-travel program, to the identification and facilitation of international internship opportunities.

This position involves a wide range of student services duties and responsibilities for an academic department / school / college or organization. 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.

This is a 100% FTE, 2-year contract appointment.

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Application Review Date

The First Review Date for this job is: March 14, 2025 - Open Until Filled

Responsibilities

40% Student Advising and Services for GLOBE Programs

- Organizes and advises student and scholar for all GLOBE programs admission process including scheduling potential interviews and issuing invitation letters, etc.
- Advises students and scholars regarding orientation, arrival, housing, etc.
- Prepares and assists program recruitment material and communication with students and partners
- Communicates with students/scholars regarding GLOBE activities and resources
- Coordinates with student workers to plan program events and student activities
- Assists in the fulfillment of necessary forms and paperwork required of students/scholars
- Maintains and organizes student and scholar master data and information

15% Academic Advising

- Advises students on the course selection and concurrent enrollment processes. Provides advice and assistance to students on academic and program requirements; assists students in determining course plan options, resolving scheduling conflicts, and similar issues.

15% Recruitment and Admissions

- Implements outreach info session with specifically partner institutions and universities; advises prospective applicants on necessary admission preparation and process; appropriateness of program as it pertains to the prospective applicant's goals; reviews international transcripts for program eligibility; initiates and arranges student recruitment interviews and admission packages.

15% Public Relation and Event Planning

- Plans and administers all logistics for special events such as conferences, seminars, and workshops. Coordinates on-site and off-site meetings, workshops, and conferences, both

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domestic and international

- Coordinates and schedules visits by potential collaborators as directed
- Coordinates, plans, and executes all conferences, workshops, and events; off-site as well as on-site
- Prepares briefings for visits hosted by GLOBE, International and Corporate Partnerships and/or the Associate Deans, and Dean of the College of Engineering
- Provides assistance to coordinate meetings and conferences including making reservations, sending invitations, maintaining attendee lists; photocopying, printing, and creating and distributing communications or meeting materials; arranging catering, making travel and parking reservations, and processing invoices and reimbursements.
- Independently develops and implements protocols for regular meetings and conferences on an ongoing basis. Makes recommendations for streamlining the planning process.
- Assists with public relations work including preparing mailings, gathering information and statistics, database entry, and online searches.
- May attend Executive meetings for the purpose of taking, creating, and then distributing notes or minutes.
- Responsible for staffing events and programs
- Administrative and Financial Support Specialist Responsibilities
 - Performs basic financial or resource analysis to evaluate past performance and determine current and future performance or resource allocations.
 - Prepares reimbursement documents and submits them through the ERSO intranet.
 - Provides office management services, including:
 - Maintaining office equipment and ordering supplies.
 - Preparing orders for routine office supplies and low-value purchases.
 - Preparing federal express mailings and sending faxes as needed.
 - Coordinating facilities management or purchasing services with the appropriate ERSO business services unit.
 - Collaborates with ERSO Research Support Officers to ensure proper programmatic charging of expenditures.
 - Maintains the department chart of accounts and related business processes.
 - Under direct supervision, provides analytical support for simple to moderate budget, financial, or resource analysis projects.

15% Administrative Support

- Provides professional, editorial, and administrative support for all writing
- Maintains master calendar; reviews incoming mail and routes accordingly

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- Prepares reimbursement documents and submission through the ERSO intranet.
- Drafts transcribes, proofreads, edits and maintains correspondence, reports, and meeting minutes; responds to written inquiries; assists with the preparation, proofreading, and editing of reports and proposals; maintains online and hard copy filing systems; screens, prioritizes and follows up on phone calls; assists with PowerPoint and other formal presentations.
- Provides office management services; maintains office equipment, orders supplies; prepares orders for routine office supplies and low-value purchases; prepares federal express mailings and send faxes as needed, and coordinates any other facilities management or purchasing services with the appropriate ERSO business services unit.
- Performs advanced word processing and prepares reports using the word, PPT, excel, memos, letters, and electronic mail communications
- Works closely with the ERSO Research Support Officers to coordinate proper programmatic charging of expenditures

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Knowledge of advising and counseling techniques.
- Knowledge of University-specific computer application programs and pertinent databases.
- Ability to multi-task; verbal and written communication skills.
- Interpersonal skills.
- Multicultural competencies; ability to work with diverse populations.
- Basic knowledge of student immigration and visa processes pertaining to international students and scholars.
- Ability in problem identification and reasoning.
- Skills in service orientation, organization, active listening, and critical thinking.
- Knowledge of University processes and procedures.
- Understanding of University rules and regulations.

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,

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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 or hourly range that the University reasonably expects to pay for this position is \$26.92 to \$45.50 hourly. This is a 2-year, 100% FTE contract appointment eligible for benefits. This position is FLSA Non-exempt and paid biweekly.

Diversity Statement

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

Referral Source info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

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.

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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](#)

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.

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Contact

N/A

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