

College Advisor (4575U), Rausser College of Natural
Resources - 77181
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254809>

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Posted Mar. 24, 2025, set to expire Jul. 1, 2025

Job Title	College Advisor (4575U), Rausser College of Natural Resources - 77181
Department	Rausser College of Natural Resources
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 24, 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/6096397

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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 Rausser College of Natural Resources (RCNR) is composed of four academic departments and a graduate group, offering 10 undergraduate majors and 9 minors in diverse areas of biological, interdisciplinary, and social sciences with an undergraduate enrollment of about 2,700 students. The Office of Instruction & Student Affairs (OISA) provides undergraduate advising for all majors and minors within the College in one cohesive, proactive advising structure. Additionally, OISA is responsible for all of the co-curricular programming spanning from orientation to commencement for RCNR students.

Position Overview

The College Advisor administers undergraduate academic advising, co-curricular programming, and student services for the Rausser College of Natural Resources. They collaborate with students to select majors, understand College and University requirements, discover enrichment opportunities, engage with support services, and access campus resources. They provide such services as scheduled individual in-person and virtual advising sessions, virtual drop-in advising, information sessions, and outreach activities and events. They regularly interface with faculty and staff within the College as well as academic and administrative departments across campus on a variety of student concerns. College advisors also administer student services and co-curricular programming related to research, leadership training, and internships and represent the College at high-profile events such as Golden Bear Orientation, Cal Day, and Commencement. They regularly utilize Zoom, Google Suite,

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Slate, bCourses, Campus Solutions, CalCentral, and CalAnswers in their work. This open position is responsible for advising students in the Conservation & Resource Studies major. This role is also responsible for coordinating the Sponsored Program for Undergraduate Research (SPUR), serving as the unit's liaison with the UC Berkeley Career Engagement Office, and registration coordinator for commencement.

Application Review Date

The First Review Date for this job is: April 3, 2025

Responsibilities

Academic Advising (50%)

- Apply advanced student development and academic advising theories, knowledge, and experience to support undergraduates in identifying, defining, and obtaining educational goals.
- Advise students on majors and preparation for careers and graduate work.
- Develop and maintain thorough knowledge of College and University policies, rules, and regulations.
- Engage and build relationships with students through scheduled advising appointments, drop-in advising hours, email communications, workshops, and presentations to maximize their experience at UC Berkeley.
- Empower students through holistic, high-touch, collaborative advising to achieve their own definition of academic and personal success.
- Advise students on a wide range of course possibilities and ways to complete complicated degree requirements.
- Educate students on the full range of academic and nonacademic opportunities, such as study abroad, internships, undergraduate research, scholarships, and extracurricular activities.
- Highlight Rauser College opportunities, including the Sponsored Program for Undergraduate Research (SPUR), Summer Internship Grant, Peer Advising Leadership Program, Honors Program, and Travel Grant.
- Assess and monitor students' academic progress to ensure timely declaration of major, adherence to College policies, and advancement to degree.
- Track academic progress in CalCentral's Academic Progress Report.
- Place registration holds as needed and explain registration and enrollment procedures and policies.
- Support students under Academic Review after their student status is no longer in "Good Standing."

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- Review petitions for exceptions to College policies or major requirements.
- Verify completion of degree requirements.
- Counsel students experiencing complex problems resulting in academic and personal difficulties.
- Collaborate with students to identify barriers contributing to academic decline and/or disengagement, as well as personal strengths and community resources to overcome those obstacles.
- Provide referrals to campus partners as needed, such as Counseling and Psychological Services, Disabled Students Program, Path to Care, Student Learning Center, Educational Opportunity Program, and Basic Needs Center.

College Student Affairs Programming (35%)

Student Affairs Portfolio

- Directly plan, implement, and evaluate a portfolio of student services programs. This position is initially responsible for:
 - Coordinating the Sponsored Program for Undergraduate Research (SPUR).
 - Serving as the unit's liaison with the UC Berkeley Career Engagement Office.
 - Acting as the registration coordinator for commencement.

Admissions

- Holistically review and score transfer admissions applications for the College.
- Participate in admissions training related to implicit bias, confidentiality, and conflict of interest.
- Evaluate domestic and international transcripts for transferability of coursework.
- Provide pre-admission advising to prospective applicants.

Golden Bear Orientation

- Assist in the planning, implementation, and evaluation of advising and orientation for new students to Rausser College in collaboration with New Student Services.
- Develop major-specific bCourses modules and approve first-term curriculum for new students.
- Create and deliver presentations during Golden Bear Orientation to address questions and concerns of new transfer and first-year students.

Other College Events

- Plan, implement, and evaluate complex, high-visibility events, such as Berkeley Showcase,

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- Commencement, Cal Day, Cal Week, Golden Bear Welcome, and Power in Community Day.
- Some weekend work is required, typically 1-2 days per semester.

Internal and External Relations (10%)

- Serve as a representative of the Rausser College Office of Instruction & Student Affairs.
- Provide information, clarification, and interpretation of College policies.
- Collaborate with other university offices, including Admissions, Registrar, University Health Services, Disabled Students Program, New Student Services, Financial Aid and Scholarships, and Summer Session.
- Consult and refer students experiencing academic, financial, and personal difficulties.
- Assist in joint ventures with campus partners and external groups, such as community colleges.
- Participate in special programs and projects directly related to the mission of the office.

Professional Development (5%)

- Maintain and update working knowledge of advising, counseling, and student affairs administration by participating in campus organizations, networking with peers, and attending professional association meetings.
- Engage in training through appropriate classes and workshops related to advising, counseling, student affairs, and university requirements.

Required Qualifications

- Advanced knowledge of advising and counseling techniques, including experience working in direct student service programs in a higher education setting.
- Advanced knowledge of and/or ability to quickly learn University-specific computer application programs and knowledge of the University.
- Advanced knowledge and understanding of student development theory.
- Thorough knowledge of (or can quickly learn) college policies, procedures, and requirements.
- Advanced skills in judgment, decision-making, problem solving, project management, and event planning.
- Strong abilities in reasoning, problem identification, and development of creative solutions to complex problems.
- Strong interpersonal skills and proven ability to create and maintain effective working relationships with faculty, staff and students in a diverse, inclusive campus climate.

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- Administrative experience in a college setting.
- Excellent oral, written, and interpersonal communication skills.
- Strong computer skills and understanding of Google Suite applications.
- Some weekend work is required, typically 1-2 days per semester.

Education/Training:

- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Master's degree in Counseling, Education, Higher Education Administration 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 salary or hourly range that the University reasonably expects to pay for this position is \$61,200.00 - \$83,200.00. This is an exempt, monthly-paid position.
- This is a full-time, Career position that is eligible for full UC benefits.

How to Apply

To apply, please submit your resume and cover letter.

Conviction History Background

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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.

SB 791 and AB 810 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](#)

Other Information

- This is not a visa opportunity.
- This position is designed to be hybrid and can be eligible for up to 40% remote work.

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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