

Undergraduate Advisor, Assistant Director of Outreach
(4576U) Job 77150 - College of Environmental Design
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254813>

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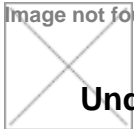
Posted Mar. 24, 2025, set to expire Jul. 1, 2025

Job Title	Undergraduate Advisor, Assistant Director of Outreach (4576U) Job 77150 - College of Environmental Design
Department	College of Environmental Design
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
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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

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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.

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

CED is comprised of faculty, students and staff with an impressive set of backgrounds and talents. We believe in the importance of supporting an inclusive environment that values community and builds its strength from a diversity of views and expertise. There are approximately 50 faculty, 90 adjunct and unit 18 faculty, 1250 undergraduate and graduate majors, and approximately 5045 total staff. The college budget is approximately \$33M.

The College of Environmental Design (CED) is a multifaceted academic unit, with three departments (architecture, city & regional planning, and landscape architecture & environmental planning) and an institute that holds degree programs (Institute of Urban and Regional Development); undergraduate, professional graduate and research doctoral degree programs; a suite of highly regarded summer design institutes; widely recognized environmental design archives; extensive computing and fabrication facilities; several administrative and student affairs departments; and a building with an auditorium, classrooms, studios, labs, research centers, library, archives and a cafe. The CED undergraduate program is home to some of the highest percentage of historically underrepresented minority students, Pell Grant recipients, and first generation college students at UC Berkeley. The 68 undergraduates major in Architecture, Landscape Architecture, Urban Studies and Sustainable Environmental Design.

CED Office of Undergraduate Advising Overview:

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The CED Office of Undergraduate Advising is committed to helping students graduate in a timely way with an excellent education and experience at Berkeley. The unit works collaboratively with CED faculty, the CED Undergraduate Affairs Committee, and departments and student service units across campus toward the common objective of helping students achieve their educational and career goals. Berkeley Advising fosters the academic achievement, intellectual curiosity, personal discovery and growth of students as they develop into well-rounded global citizens and leaders.

<http://advisingmatters.berkeley.edu>

This position serves as the strategic lead advisor for one or more of the CED majors and minors. The SSA4 independently advises students and resolves student services-related issues across the full spectrum of academic and personal concerns inherent within the College of Environmental Design, including outreach, admissions advising and selection, yield efforts, academic advising, equity and inclusion, college climate and student well-being, career and graduate school advising, student group leadership development, degree certification, and more. In addition, the SSA4 provides strategic advice to College management and faculty on a wide range of student issues, influencing policies and practices. The position leads the assessment of undergraduate needs and experiences, develops and implements programs and services to meet those needs, and evaluates outcomes to ensure continuous improvement. The SSA4 plays a key role in fostering a culture of belonging and engagement among staff and students, ensuring alignment with the college's strategic goals.

Our Mission

The College of Environmental Design (CED) Office of Undergraduate Advising:

- Supports students holistically as they earn their degree.
- Advocates for just and equitable policies and practices.
- Connects current and prospective students with resources and opportunities.
- Fosters a sense of belonging and community.

Application Review Date

The First Review Date for this job is: 4/3/25 - Open Until Filled

Responsibilities

45% Academic Advising:

Provides expert-level, holistic advising and guidance for prospective, new, and continuing students. Applies advanced student development theories and academic advising concepts, along with

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knowledge and experience of advising to support undergraduates in identifying, defining, and resolving intricate issues to help them meet their educational goals. Establishes campus represent CED through participation in professional student services committees that develop policies/procedures with campus-wide impact.

Advising includes:

- Student Transitions to higher education settings
- Academic Planning and Goal Setting
- Advising on campus policies
- Academic Progress
- Academic Difficulties
- Student Grievances

30% Recruitment and Admissions Leadership & Management:

- Directs the planning and participation of student leaders in college-wide outreach and yield events.
- Independently coordinate all aspects of CED Admissions Ambassador Internship Program.
- Plan, develop, and implement outreach, recruitment, and yield strategies, with special attention to students from underrepresented groups.
- Manage all communications with prospective and newly admitted students from deans and departments.
- Identify schools and community colleges to target for outreach and recruitment.
- Create and maintain undergraduate outreach materials (brochures, flyers, online resources). Maintain CED web content related to recruitment and admissions.
- Represent CED on campus yield committees.
- Liaison with admissions partners across campus (specifically, the Office of Undergraduate Admissions) for admissions outreach, recruitment, reading and yield tasks.

15% Events and Professional Development:

- Assists members of advising team and college with the planning and implementation of high-visibility events
- Plans, designs, and provides workshops for students.
- Maintains professional growth and development through attendance at training sessions, seminars, conferences, and by participating in campus-wide committees and professional organizations.

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10% Academic Curriculum Consultation:

- Works closely with department chair and faculty to monitor student issues, overall enrollment, curriculum, and course offerings.
- Advises chair/dean/faculty on curriculum planning to ensure students' progress through course sequences, avoiding conflicts, and ensuring compliance with campus-wide policies.
- Advises chairs/deans on the formulation of department/school/college policy; analyzes the consequences of organization's academic policies and recommends new or changed policies; recommends solutions to organization's problems without precedent.

Required Qualifications

- Demonstrated advanced counseling and advising skills, experience working in direct student service programs in a higher education setting.
- Demonstrated competencies and advanced knowledge in theories of multicultural counseling, learning, identity development, human and career development.
- Knowledge and experience in working with historically underrepresented ethnic minority communities, low income students, and first generation college students.
- Knowledge in the methodologies used to enhance student achievement, such as collaborative teaching/learning models, strategies for effective advising, mentoring, small group facilitation and training, coaching, and advocacy.
- Solid organizational skills, initiative, and ability to multi-task with competing timeframes. Demonstrated impeccable attention to detail.
- Ability to develop and maintain cooperative, effective working relationships with faculty, students, staff, and members of the general public from a wide variety of cultures and backgrounds.
- Analytical skills to evaluate and interpret complex policies. Skills in judgment, decision making, and problem solving. Ability to evaluate international and domestic college courses.
- Demonstrated ability to work independently and as part of a team.
- Demonstrated skills in monitoring/assessing people, processes or services to make improvements. Ability to effectively manage scheduled and special projects and provide reports and statistics, as needed.
- Knowledge of and experience in conflict management and intervention strategies.
- Experience planning, developing, and administering enrichment programs/projects, academic and personal development seminars, courses, and workshops.
- Knowledge of the requirements, rules and regulations of the College or similar institution and demonstrated ability to interpret, apply, enforce, and explain those rules.
- Excellent oral/written communication and customer service skills.

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- Ability to readily learn and adapt to new technologies.
- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Experience in academic advising at UC Berkeley or a similar 4-year institution. Knowledge of University requirements, policies and procedures, including policies on handling student records and confidential documents.
- Experience in recruitment, admissions, career counseling, and/or supervision of student groups.
- Knowledge of University-specific computer application programs (including Student Information System and SLATE).
- Experience establishing and implementing short and long-term program goals and objectives and administering evaluative instruments for measuring program effectiveness.

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 \$73,000 - \$93,000.

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



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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.

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

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](#)



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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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