

Student Services Advisor (4575U) 77292
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255433>

Downloaded On: Apr. 18, 2025 3:26am

Posted Apr. 7, 2025, set to expire Jul. 1, 2025

Job Title	Student Services Advisor (4575U) 77292
Department	Berkeley Global Access Program
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 7, 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 for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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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 Berkeley Global Access Program offers visiting international students a life-changing opportunity to study at the world's top-ranked public university-UC Berkeley. Designed for high-achieving students from around the globe, the program provides access to thousands of rigorous courses, individualized academic and career advising, and immersive cultural experiences. Participants build a global network, prepare for graduate studies or professional success, and engage with the dynamic Bay Area and Silicon Valley ecosystems. With tailored orientation, vibrant student life, and unparalleled academic excellence, Berkeley Global Access empowers students to thrive inside and outside the classroom.

Application Review Date

The First Review Date for this job is April 17, 2025

Responsibilities

- Student advising: Provides advice and assistance to international students applying to and enrolling in various international programs at Extension. Supports students in their efforts to achieve academic and extracurricular success. Advises students on departmental / program and university policies and procedures. Meets with students 1 on 1 and advises on course selection and enrollment. Advises on refunds, petitions for waivers or substitutions, and other course-related student matters. Counsels students on sensitive matters such as barriers, distractions, and complications affecting a student's success, helps students recognize these key non-academic issues, and makes appropriate referrals for additional counseling and/or assistance

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from other units.

- Reviews students' progress and advises students on requirements for program progression and completion; identifies students struggling with requirements and recommends interventions; devises extracurricular planning in collaboration with director, other team staff, faculty and with other departments. Verifies students' full-time enrollment. Coordinates program details with various academic and support units.
- Recruitment and Admissions: Supports advising prospective applicants on necessary academic and application preparation as needed; appropriateness of program as it pertains to the prospective applicant's goals; utilizing in-depth knowledge of the organization's admissions criteria and program requirements, helps assess applicants for admissions eligibility; initiates and arranges student and recruitment partner visits to Berkeley. Conducts other outreach and recruitment activities like affiliate/partner visits, info session assigned by director.
- Student Conduct: Responsible for interpreting campus policies and advising students and faculty on student conduct, student grievances, disputes, and issues regarding discrimination.
- Course Scheduling: Devises curriculum planning in collaboration with director and other staff, and with other departments, to ensure students' progress through course sequences, avoiding conflicts, and ensuring compliance with campus-wide policies. Collaborates with Scheduling to ensure timely reservations of classroom and extracurricular space.
- Events: Plans and supports implementing complex, high-visibility student events, such as orientations and commencements. Also in involved in supporting other student centered events and experiences.
- Plans, designs, and provides workshops for students, such as information about the campus, application to undergraduate and/or graduate programs, or academic strategies (ex: tutoring and writing support) and enrichment programs.
- Within an academic department/school/college provides, and makes recommendations for the improvement of the Berkeley Global visiting student programs.

Required Qualifications

- Working knowledge of advising and counseling techniques.
- Knowledge of typical undergraduate / graduate / non-traditional college / program policies, procedures and requirements.
- Knowledge of university-specific computer application programs and knowledge of university and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
- Ability in problem identification, reasoning and development of solutions.

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- Ability to support international students in an academic advising setting.
- Ability to understand, interpret and keep current on institutional policies, procedures and requirements
- Interpersonal skills. Multicultural competencies; ability to work with a variety of cultural, social, and professional backgrounds
- Bachelor's degree in related area and / or equivalent experience / training

Preferred Qualifications

- Advanced degree or professional certification preferred in the areas of international studies, counseling and/or advising
- NAFSA member and/or related professional training experience in the area of international student advising

Salary & Benefits

This is a full-time 2-year contract position. Extension is possible with renewed funding.

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.

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 \$61,200 - \$83,200, annually.

How to Apply

To apply, please submit your resume and cover letter.



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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.

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

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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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