

Student Advisor Manager (0313U), College of Chemistry -
77661
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255927>

Downloaded On: Apr. 20, 2025 2:42am

Posted Apr. 17, 2025, set to expire Jul. 1, 2025

Job Title	Student Advisor Manager (0313U), College of Chemistry - 77661
Department	College of Chemistry
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 17, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager 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.

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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 College of Chemistry houses the Department of Chemistry and the Department of Chemical and Biomolecular Engineering. Both rank among the most prominent in the nation, and are renowned for their excellence in a wide range of sub-disciplines and applications in the chemical sciences. The College's undergraduate programs are rigorous, and attract a diverse group of motivated, high-achieving students. In addition to completing a challenging curriculum, our students engage in research, internships, study abroad, and a variety of other co-curricular pursuits. The College of Chemistry's Undergraduate Advising team seeks an experienced, holistically-oriented, and equity-minded adviser who represents the full diversity of California and who demonstrates a sensitivity to and understanding of the diverse backgrounds present in our community. We support student success by helping students define and achieve their academic and personal goals. Advisers guide students in course selection, completion of degree requirements, and other academic decision-making. We serve as a resource for information about research and internship opportunities, enrichment programs, and various campus support services. Our goal is to empower students to create a meaningful educational experience at UC Berkeley.

The Student Advisor Manager has full functional responsibility for planning, directing, controlling, and evaluating all aspects of undergraduate advising and student services in the College of Chemistry, including developing and refining policies and procedures for the undergraduate academic advising program. The Manager assists the College Dean, the Undergraduate Dean, Department Chairs, faculty, and students in academic advising, peer academic support services, recruitment and yield,

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transfer admissions, financial awards and scholarships, online and in-person student orientations, and other high-profile College events that serve undergraduates. The position represents the undergraduate advising unit to the campus community and relevant external constituencies. The Manager also provides direction, guidance, and support to professional student academic advisors. The position manages human, financial, and physical resources to insure the effectiveness of undergraduate advising in the College of Chemistry.

Application Review Date

The First Review Date for this job is: April 29, 2025

Responsibilities

Manages a team of 4 FTE professional Student Academic Advisors:

- Makes decisions on performance, salary actions, hiring decisions, and other HR issues related to managed staff.
- Provides direction to SAAs responsible for undergraduate advising, degree completion, outreach and yield activities, transfer admissions, new student orientations, the College of Chemistry Scholars Program, peer tutoring and peer advising, concurrent enrollment, scholarships and awards, communications, and CoC's satellite food pantry.
- Evaluates the effectiveness of student academic advising and implements programmatic changes to improve service for College of Chemistry students, faculty, and management.
- Provides guidance to SAAs on complex advising issues.

Develops, administers, and evaluates the undergraduate student academic advising program for the College of Chemistry:

- Holds full functional responsibility for planning, managing, and evaluating all aspects of the undergraduate advising programs.
- Plans, develops, and administers the undergraduate advising budget for the College of Chemistry.
- Makes decisions on resource commitment and allocation in support of goals and objectives.
- Oversees advising-related data analysis and policy development.
- Collaborates with College of Chemistry Dean's Office senior leadership to plan and manage the advising function.
- Proactively identifies issues with campus-wide impact and advises the College Dean, Undergraduate Dean, Department Chairs, faculty, and students accordingly.

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Analyzes the consequences of academic policies and recommends new or revised policies:

- Reviews, interprets, and implements university-wide policies.
- Works closely with departmental curriculum committees and provides expert guidance.
- Represents the advising unit to campus stakeholders and external constituencies and builds cross-campus alliances.

Oversees transfer student admissions in partnership with the Transfer Admissions Manager (SAA 4):

- Reviews and interprets College of Chemistry transfer admission targets.
- Oversees the norming process to ensure equity and consistency in transfer application evaluations.
- Ensures that the list of admits aligns with Undergraduate Admissions targets.
- Evaluates progress of admitted students in completing summer conditions of admission.

Required Qualifications

- Knowledge of advising and counseling techniques.
- Knowledge of common and/or ability to quickly learn University-specific computer application programs.
- Skills in managing professional student academic advisors, including in how to provide direction, guidance, support, and motivation.
- Skills in monitoring / assessing people, processes or services, to make improvements.
- Skills in project management and social perceptiveness.
- Abilities in problem identification, reasoning, ability to develop original ideas to solve problems, persuasion, and leadership.
- Strong knowledge of and/or ability to quickly learn University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.

Education/Training:

- Bachelor's degree in related area and/or equivalent experience/training.
- Master's degree in higher education, counseling, psychology, or other related area and/or equivalent experience/training.

Salary & Benefits

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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 \$90,000.00 - \$130,000.00. The full pay scale for this classification is \$88,900.00 - \$163,900.00.
- This is a full-time, Career position that is eligible for full UC benefits.
- This is a hybrid position with a requirement to be on campus 3 days/week. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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.

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

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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.

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](#).

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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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