

Assistant Director, Student Governance Advising (GA)  
(4564U) 77816  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256226>

Downloaded On: Apr. 26, 2025 12:00pm

Posted Apr. 25, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Assistant Director, Student Governance Advising (GA) (4564U) 77816
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Apr. 25, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Student Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6175592">https://apptrkr.com/6175592</a>

**Apply By Email**

**Job Description**

Image not found or type unknown



**Assistant Director, Student Governance Advising (GA) (4564U) 77816**

**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.

Assistant Director, Student Governance Advising (GA)  
(4564U) 77816  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256226>

Downloaded On: Apr. 26, 2025 12:00pm

Posted Apr. 25, 2025, set to expire Jul. 1, 2025

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 ASUC (Associated Students of the University of California) Student Union is committed to all students and works to create an inclusive campus community at Cal. We enhance the student experience at UC Berkeley by providing quality services, programs, and advising that foster experiential learning opportunities and ensures a sustainable organization. As a financially self-supporting department within the Division of Student Affairs, it derives income through student fees, retail operations, vending, food service and a variety of self-operated units such as the Art Studio and Event Services. In addition, the ASUC Student Union provides student group and community advising, leadership and involvement opportunities and student development programs. Finally, the Student Union provides financial and accounting services to approximately twenty-five ASUC Government Officers, Graduate Assembly Executive Officers, approximately 1,000+ registered student organizations, and over 35 student publications.

### **Application Review Date**

The First Review Date for this job is: May 7, 2025. For full consideration please submit application materials by May 12, 2025.

### **Responsibilities**

#### **Student Government Advising (Graduate Assembly, Project Directors, related staff, and delegates):**

- Provide ongoing advising and leadership development to a diverse population of graduate student leaders, specifically executive officers, project directors, and staff.
- Collaborate with the executive officers and project directors to develop and implement workshops and training sessions for the Graduate Assembly and graduate and professional student community.
- Attends and assists with the promotion of student government events, projects, initiatives,

Assistant Director, Student Governance Advising (GA)  
(4564U) 77816  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256226>

Downloaded On: Apr. 26, 2025 12:00pm

Posted Apr. 25, 2025, set to expire Jul. 1, 2025

activities and seminars.

- Advises student leadership on organizational development, conflict resolution, event planning, programming, fundraising, officer transitions, financial policies, procedures, and staff management, and campus and community outreach as needed.
- Provide institutional knowledge especially during Graduate Assembly leadership transitions.
- Attends Graduate Assembly Delegates Meetings monthly. Also attends, on occasion, committee meetings, Exec meetings, and other meetings as needed. Advises GA Officials on leadership development, advocacy efforts, organizational development, conflict resolution, event planning, fundraising, officer transitions, financial policies and procedures, and campus/community outreach.
- Interprets GA budgets using student group financial management software and supports the GA Business Office, the administrative support office of the GA, in maintaining and reconciling the GA budgets and approving and processing financial transactions.
- Assists in planning, coordinating, and executing retreats, trainings, and workshops related to leadership and organizational development, including the desired topics and expressed needs of GA leadership.
- Assists in advising of Graduate Registered Student Organizations (RSOs) in coordination with the Student Organization Advising team.
- Works closely with other staff and various campus partners to improve existing programs and to develop additional opportunities using assessment, research of best practices, coordination of stakeholders, and evaluation of program effectiveness.

**Student Staff Supervision:**

- Directly supervises the Business Office Administrative staff including the GA Business Office Manager who oversees a team of student employees that manage the Business Office.
- Responsible for hiring, training, developing and supervising the student employees of the Business Office.
- Create monthly work schedules, policies, and procedures related to the Business Office and its staff.
- Monitors payroll and provides technical knowledge and financial support to the Business Office.

**Campus Partnerships, Committees, and Collaborations:**

- Advises students on who the best point of contact is within the ASUC Student Union, and the campus in regards to specific projects and policies; develops a thorough understanding of the

Assistant Director, Student Governance Advising (GA)  
(4564U) 77816  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256226>

Downloaded On: Apr. 26, 2025 12:00pm

Posted Apr. 25, 2025, set to expire Jul. 1, 2025

various departments in order to best inform students.

- Responsible for identifying, creating, and maintaining collaborative relationships across campus and community stakeholders relevant to the work of the position. Specifically, the Graduate Division, etc.
- Creates and establishes ongoing methods for engaging campus partners in the advising of student government, student organizations, and student communities.
- Advocacy for students and their co-curricular experience through assessment, analytics, and student learning outcomes.
- Serves in various capacities on departmental and divisional committees in an effort to advocate on behalf of student government as well as to support the continuous growth and effectiveness of the ASUC Student Union, and the Division of Student Affairs.
- Develops and maintains an effective partnership with the other coordinators within the ASUC Student Union to foster cross collaboration between the ASUC, Graduate Assembly, and student organizations.

**Professional Development:**

- Stays current on literature, developments, and innovations related to student development and student communities, especially with their advising area.
- Attends pertinent conferences and conventions and present information for shared knowledge.
- Participates on department and campus committees, programs, and projects, as assigned.
- Remains knowledgeable on best practices related to the advising of graduate student governments.

**Required Qualifications**

- Thorough knowledge and experience in advising and counseling techniques and student leadership/student development theory and practice.
- Skills in developing learning outcomes and assessing student learning and development.
- Ability to mediate conflict, problem-solve, and respond appropriately to student concerns.
- Exceptional organizational and verbal/written communication skills, including the ability to use diplomacy/discretion.
- Strong interpersonal skills with ability to work both collaboratively and independently with students, staff, faculty, and the public.
- Ability to interact at all levels with campus and community constituents and stakeholders with a high level of political acumen.
- Knowledge of the needs of graduate student leaders and willing to work in partnership with

Assistant Director, Student Governance Advising (GA)  
(4564U) 77816  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256226>

Downloaded On: Apr. 26, 2025 12:00pm

Posted Apr. 25, 2025, set to expire Jul. 1, 2025

student government leadership.

- Respectful of diverse opinions and underrepresented student experiences.
- Demonstrate ability to communicate effectively one-to-one, in small groups and in public speaking contexts.
- Demonstrate leadership experience by creating cross-campus partnerships and collaborations with other colleagues.
- Ability to manage multiple assignments and projects successfully in a politically charged environment.
- Ability to create an environment of understanding and acceptance; and challenge organizational policies and practices that may be exclusionary.
- Demonstrate resilience, courage, objectivity, trustworthiness, honesty, respect, inclusiveness, and fairness.
- Skill in designing, implementing, and facilitating training, leadership, customer service, and personal development retreats, workshops, and programs for student staff and graduate students.
- Ability to demonstrate creativity and flexibility in working on various projects with a variety of constituent groups.
- Ability to analyze situations and develop innovative solutions to improve functional area in regards to efficiency and performance.
- Knowledge of principles and procedures involved in risk assessment.
- Budgetary and fiscal skills.
- Bachelor's degree in related area and / or equivalent experience / training.

### **Preferred Qualifications**

- Master's degree.

### **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

Assistant Director, Student Governance Advising (GA)  
(4564U) 77816  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256226>

Downloaded On: Apr. 26, 2025 12:00pm

Posted Apr. 25, 2025, set to expire Jul. 1, 2025

experience.

The budgeted salary range that the University reasonably expects to pay for this position is \$75,000 - \$83,200

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.

### **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.

### **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**

Assistant Director, Student Governance Advising (GA)  
(4564U) 77816  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256226>

Downloaded On: Apr. 26, 2025 12:00pm

Posted Apr. 25, 2025, set to expire Jul. 1, 2025

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](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

,