

Student Services & Opportunities Specialist, UC Extended
Education (4508U) 77727
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256293>

Downloaded On: Jun. 21, 2025 5:30am

Posted Apr. 28, 2025, set to expire Jul. 1, 2025

Job Title	Student Services & Opportunities Specialist, UC Extended Education (4508U) 77727
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 28, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services
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Job Description

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Student Services & Opportunities Specialist, UC Extended Education (4508U) 77727

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.

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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

Founded in 1891 at UC Berkeley, the division of Extended Education includes Summer Sessions, Study Abroad, Osher Lifelong Learning Institute, and University Extension (SSALLEX). SSALLEX is a vibrant and dynamic organization that enables more than 60,000 visiting UC and potential Cal students, parents, faculty, academic units, international business partners, and central campus service providers engage in campus activities. The department provides more than 2,000 summer courses, fall freshmen programs, study abroad experiences, global internships, and year-round programs or courses, lectures, special events and interest circles for older adults.

Whether for UC Berkeley undergraduates, aspiring graduate students, youth preparing for college, industry professionals, retirees, or visiting students from around the world, SSALLEX is committed to offering exceptional education, experiences, and services that empower all to pursue their goals, interests, passions, and aspirations.

Most importantly, SSALLEX aspires to create an environment where staff, instructors, and students feel safe, respected, and valued. Our commitment is driven by our core values: 1) respecting and supporting diversity of personal experiences, 2) providing equitable access to opportunities, 3) developing fair processes and 4) creating inclusive environments - all of which are reflected in our value-driven practices and policies.

Whether you are an undergraduate student, career changer, young adult, or lifelong learner, you belong at UC Berkeley Extended Education.

Position Overview

Acting as an ambassador for UC Extended Education programs, the Student Services & Opportunities

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Specialist has the unique opportunity to engage with University campus partners and the general public to increase awareness and access to SSALLEX educational opportunities. Possessing a high degree of comfort in engaging with various audiences, the Specialist will support in-person and virtual engagements to share information about SSALLEX classes and opportunities. The Specialist will translate SSALLEX student program information into accurate information for University Partners, Community College Partners, community liaisons, and the general public.

The Student Services & Opportunities Specialist embraces the principle of being a "student always" by engaging in opportunities for training, workshops, seminars, continuing education pertinent to the position, or at the suggestion of the supervisor. This role will report to the SSALLEX Lead DEIBJ Officer.

To learn more about the programs this role will serve, please visit these websites:

- [UC Extended Education & UC Excelsior Scholarship](#)
- [UC Berkeley Pre-College Scholars](#)
- [UC Berkeley Summer Sessions for Visiting Students](#)

Application Review Date

The First Review Date for this job is May 9, 2025

Responsibilities

- Performs recruitment activities including writing or editing materials, planning outreach events, and representing Summer Sessions, Pre-College Programs, and UC Extended Education at in-person or virtual events.
- Provides information about higher education generally, and Summer Sessions, Pre-College Programs and UC Extended Education specifically.
- Is comfortable engaging with the public both in one-on-one and group settings. Works with supervisor to develop communication and outreach strategies.
- Serves as a liaison between departmental programs (Summer Sessions, Pre-College Programs, and UC Extended Education), prospective students, and the broader UC Campus.
- Maintains an updated database of prospective students to determine their needs, manages and tracks them through the pipeline.
- Maintains a working knowledge of Summer Sessions, Pre-College Programs, and UC Extended Education offerings, consulting with staff and cross-functional colleagues as needed.
- Under direction and guidance, implements aspects of events to enhance recruitment and yield.

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- Evaluates services to determine impact of recruitment activities with development of new and refined strategies for maximizing outreach.
- Uses professional knowledge and sound judgement to relate to prospective students to establish professional rapport and add to the student experience.
- Gathers and analyzes data; prepares reports of operational activities, contributes to and/or authors quarterly reports regarding community outreach efforts and recruitment yield.

Required Qualifications

- Demonstrated experience working in community outreach, community engagement, student recruitment, and/or a related capacity.
- Knowledge and experience working with diverse student populations (young adults and/or working professionals).
- Demonstrated commitment to helping students achieve their academic, professional, and/or personal goals.
- Experience working with various stakeholders such as educational institutions, vocational programs, nonprofit organizations, and job-reentry programs.
- Ability to maintain cooperative relationships with schools, universities, community organizations, and other institutions.
- Strong reasoning and problem-solving skills.
- Strong written and verbal communication skills, including active listening.
- Working knowledge of UC, and the ability to interpret policies and procedures to prospective applicants and the public, OR the ability to quickly build a working knowledge.
- Ability to work occasional evenings and weekends as needed.
- Bachelor's degree in related area and / or equivalent experience / training

Salary & Benefits

This is a full-time hybrid career position. This position is eligible for some remote work within the United States and occasional on-site work is required. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs and are subject to change.

This position is eligible for full 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

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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 hourly range that the University reasonably expects to pay for this position is \$29.31 - \$39.85.

How to Apply

To apply, please submit your resume and cover letter.

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

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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](#) 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

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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