

International Student Advisor (4575U) 76051
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=257478>

Downloaded On: Jun. 1, 2025 3:40am

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

Job Title International Student Advisor (4575U) 76051
Department Berkeley International Office
Institution University of California, Berkeley
Berkeley, California

Date Posted May 28, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Financial Aid
Educational Services
Counseling Services

Apply Online Here <https://apptrkr.com/6259317>

Apply By Email

Job Description

Image not found or type unknown



International Student Advisor (4575U) 76051

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

International Student Advisor (4575U) 76051
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=257478>

Downloaded On: Jun. 1, 2025 3:40am

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

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

Berkeley International Office exists to ensure that international students, scholars, and employees have successful educational and personal experiences at UC-Berkeley.

Application Review Date

The First Review Date for this job is: February 18, 2025. Job will remain open until filled.

Responsibilities

Academic Advising:

- Provides advice and assistance to students on navigating academic and degree requirements towards completion of study; alternative academic options, resolve enrollment issues, and similar issues in relation to federal regulatory requirements.
- Assists students who are balancing academic demands against financial worries, adjustment challenges and other mental health issues.

Immigration Advising:

- Advise international students and scholars, campus staff and faculty about procedures, policies and regulations related to all types of nonimmigrant status that can be used by international students or visiting scholars at the University.

International Student Advisor (4575U) 76051
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=257478>

Downloaded On: Jun. 1, 2025 3:40am

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

Financial Aid:

- Participates in the processing, evaluation, and awarding of student fellowships, grants, and other awards; advises students on financial aid options.
- Assess students and scholars' financial ability to sustain their academic objectives.
- Problem solve with students who are experiencing serious financial issues and are needing to or facing withdrawal from school.

Orientations and Events:

- Conducts orientations of new international students and scholars.
- Advises international students and scholars and their dependents on a variety of matters related to their stay at UC-Berkeley.
- Coordinates and implements a wide variety of events that support the educational, cultural and social needs of the students and scholar.
- Assists in the planning and implementation of complex events such a orientation, new student check- in, and BIO credit bearing class for new students.

Other:

- Serves as a Designated School Official (DSO) and an Alternate Responsible Officer (ARO) to federal programs governing the support of international students and scholars. Analyze and interpret data for production of visa documents for students and scholars as needed.
- Provide support for student and scholar state and federal compliance.
- Utilize complex database systems to facilitate document production.
- Plans, designs, and provides workshops for students, such as information about the campus, or academic strategies and enrichment programs.

Required Qualifications

- Working knowledge of advising and counseling techniques.
- Knowledge of common computer application programs and ability to gain 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.
- Ability to develop original ideas to solve problems.

International Student Advisor (4575U) 76051
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=257478>

Downloaded On: Jun. 1, 2025 3:40am

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

- Interpersonal skills. Multicultural competencies; ability to work with diverse populations.
- Bachelor's degree in related area and/or equivalent experience/training

Preferred Qualifications

- Masters degree in related area and/or equivalent experience/training

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 range that the University reasonably expects to pay for this position is \$72,000 - \$80,000.

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- There are two openings
- This position is exempt and paid monthly.
- This is a remote-friendly position, eligible for 40% remote capability

How to Apply

To apply, please submit your resume and cover letter.

International Student Advisor (4575U) 76051
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=257478>

Downloaded On: Jun. 1, 2025 3:40am

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

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 about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative Action policy](#).

International Student Advisor (4575U) 76051
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=257478>

Downloaded On: Jun. 1, 2025 3:40am

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

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

,