

Student Services Advisor (4575U) - 78993
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258458>

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Posted Jun. 19, 2025, set to expire Jul. 1, 2025

Job Title Student Services Advisor (4575U) - 78993
Department Interdisciplinary Social Science Programs
Institution University of California, Berkeley
Berkeley, California

Date Posted Jun. 19, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Student Services
Counseling Services

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Apply By Email

Job Description

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About Berkeley

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

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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 Interdisciplinary Social Science Programs (ISSP) are a cluster of degree programs that provide an interdisciplinary approach to the study of social science issues. Comprised of three undergraduate majors (Cognitive Science, Global Studies, and Political Economy), several undergraduate minor programs (Global Studies, Political Economy, Human Rights, and Global Poverty and Practice), a master's degree program in Global Studies, two graduate designated emphases (graduate minor programs) in Political Economy and Cognitive Science, and a new Self-Supporting Graduate Professional Degree Program in Computational Social Sciences, ISSP serves approximately 975 undergraduate major, 170 minor, and 150 graduate students. ISSP is led by an Associate Dean, 3 faculty directors (one for each major) and advisory boards representing each of the major programs. There are approximately 8 ladder and adjunct faculty, 25 lecturers, and 50 GSIs and readers.

The Political Economy major is designed to study the relationship between government, society, and the economy in a holistic manner from a multi-disciplinary perspective. Political Economy majors investigate how real-world market systems are embedded in both politics and society. They graduate with a mastery of a broad range of contemporary analyses as well as a deep understanding of classic works of political economy. The program graduates about 200 majors and 40 minors every year. The program has 10 lecturers and 3 ladder faculty members.

The Designated Emphasis (DE) in Political Economy was launched in 2022 and it has grown quickly to 100 PhD students today. The DE has 64 affiliated faculty from 18 departments or schools.

Position Summary

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As a member of the Political Economy advising team, the Advising and Outreach Specialist (AOS) works roughly 50% time advising Political Economy undergraduates, with particular attention to alumni-student engagement, and 50% time advising Political Economy Designated Emphasis (PhD) students, with particular attention to coordinating workshops, small-group meetings, and other programs for these students.

This adviser plays a critical role in addressing the growing needs of this unit. 1) We expect to uncap the PE major in the next year and this advisor will help us to meet increased student demand for advising. 2) We have a very active alumni board and broad alumni engagement, and we are expanding our student-alumni engagement activities, especially career programs. 3) The Designated Emphasis is growing rapidly.

Application Review Date

The First Review Date for this job is: 06/30/2025.

Responsibilities

Political Economy Program Undergraduate Student Advising:

- Provides advice and assistance to students on all aspects of their academic experience, including progression and requirement matters for the program.
- Ensures students have appropriate resources and advises on a variety of topics.
- Helps students to design their program concentrations, and reviews proposals.
- Advises students on a wide range of course possibilities and/or ways to complete degree requirements that may not be clearly defined.
- Advises on transfers from other institutions.
- Evaluates and advises students in petitions for exceptions to program /college requirements.
- Identifies students with GPA or progress problems, advises students, and recommends appropriate courses of action by the program/ college (e.g., academic probation, dismissal).
- Advises on special eligibility requirements such as honors programs.
- Confirms that students have met requirements for degree completion.

Designated Emphasis Graduate Student Advising:

- The adviser tracks and monitors student progress, including declaring the DE, completing qualifying exams, fulfilling DE requirements, and completing the degree.
- They advise students on course selection along with the faculty director.

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- Records data on student participation in DE activities, conferences, publications, and other achievements.
- Gathers information on course offerings, conferences and grant opportunities and share them with the DE students.

Alumni Engagement and Outreach:

- Provides concrete support for alumni engagement and outreach.
- Coordinates with the Social Sciences Development team, the alumni board, other alumni, and the Political Economy Students Association (PESA).
- Coordinates the career development program that includes events such as webinars, in-person receptions, career panels, alumni presentations, and mentorship pods.
- Assists with networking efforts to recruit alumni and other relevant professionals to provide guidance and mentorship to PE students.
- Manages data and program analytics, this includes recruitment and admission data, program evaluation and student feedback, and alumni engagement and program success metrics and outcomes.
- Makes recommendations to program policies and innovations to drive student success.

Program Coordination:

- Assists in organizing and coordinating large faculty workshops, student research seminars, small group faculty-student meetings, and other DE activities.
- Coordinate with the Berkeley Economy and Society Initiative (BESI) staff who handle travel and research grants and stipends for the DE.
- Provides information to the PE and BESI webmasters to update the websites.
- Promotes collaboration and networking among DE students; gather informal feedback and suggestions from the students; and propose program enhancements.

Required Qualifications

- Working knowledge of advising and counseling techniques.
- Knowledge of and/or can quickly learn University-specific computer application programs.
- Knowledge of and/or can quickly learn University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Solid verbal and written communication skills.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand

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individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds.

- Knowledge of complex U.S. visa and immigration procedures, compliance issues, and employment eligibility/authorization for international students and scholars.
- Ability in problem identification and reasoning; ability to develop original ideas to solve problems.
- Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
- Bachelor's 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 annual salary range that the University reasonably expects to pay for this position is \$61,200.00 - \$83,200.00.

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- This is an exempt monthly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are

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subject to change.

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.

SB 791 and AB 810 Misconduct Disclosure Requirement: 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 Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

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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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