

Academic Advisor (4545U), Athletic Study Center - 79127
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258712>

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Posted Jun. 26, 2025, set to expire Jul. 1, 2025

Job Title	Academic Advisor (4545U), Athletic Study Center - 79127
Department	Athletic Study Center
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jun. 26, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	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.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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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 Athletic Study Center (ASC) provides advising and academic support services to approximately 800 student athletes in 30 sports at the University of California at Berkeley. The unit is housed in and reports to the Division of Undergraduate Education. The ASC employs 18 career employees and 60-80 part-time employees (primarily tutors), and has an annual budget of about \$2,500,000.

The Athletic Study Center supports student athletes in developing as independent, self-reliant and successful young adults by encouraging them to integrate, participate, and become vested members in the academic community.

Position Summary

Athletic Study Center (ASC) Academic Advisors counsel students on academic program policies, monitor student academic progress and assist students in making appropriate educational choices and decisions. ASC Advisors specialize in broad Academic Advising services while guiding students in balancing their academic and athletic obligations.

Application Review Date

The First Review Date for this job is: 07/07/2025.

Responsibilities

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- Provides comprehensive advising services to student athletes on all aspects of their academic experience.
- Identifies students with GPA or progress problems, advises students, and recommends appropriate courses of action by the department/school/college (e.g., academic probation, dismissal).
- Advises on complex transfers. Assists in course scheduling.
- Assists students in understanding, negotiating, and complying with college, university, and NCAA rules and requirements.
- Develop, implement, and evaluate programing to enhance the retention and academic success of student athletes.
- Conduct preliminary academic evaluations of prospective student athletes in the NCAA Transfer Portal.
- Maintains academic progress records of students as appropriate to prepare for short- and long-term goal achievement in all areas.
- Provides academic status reports to coaches to keep them apprised of critical issues, policies, procedures and academic deadlines related to student athletes Identifies students with GPA or progress problems, advises students, and recommends appropriate courses of action by the department/school/college (e.g., academic probation, dismissal).
- Determines barriers, distractions, and complications affecting a student's academic success, helps students recognize these key non-academic issues, and makes appropriate referrals for counseling and/or assistance from other units.
- Assists in recruiting new student athletes to campus; this includes meeting with prospective student athletes and their parents and attending recruiting events.

Required Qualifications

- Thorough knowledge of advising and counseling techniques.
- Knowledge of multiple majors, colleges, and schools.
- Thorough knowledge of and/or can quickly learn department/school/college policies, procedures, and requirements.
- Thorough knowledge of student athlete issues at the University level.
- Skills in judgment and decision-making, problem solving.
- Abilities in problem identification, reasoning, ability to develop original ideas to solve problems.
- Ability to multi-task.
- Demonstrated ability and experience in assessing the needs of student athletes and designing special programs to support their educational goals.
- Bachelor's degree in related area and/or equivalent experience/training.

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Preferred Qualifications

- Master'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 \$70,000.00 - \$83,000.00.

- 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 subject to change.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the

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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.

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
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Contact

N/A

University of California, Berkeley

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