

Graduate Basic Needs/Housing Specialist (4564U),
Graduate Division - 78992
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258825>

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| Job Title | Graduate Basic Needs/Housing Specialist (4564U), Graduate Division - 78992 |
| Department | Graduate Division |
| Institution | University of California, Berkeley Berkeley, California |
| Date Posted | Jun. 30, 2025 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Student Services Residential Life Counseling Services |
| Apply Online Here | https://apptrkr.com/6326471 |

Apply By Email

Job Description

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Graduate Basic Needs/Housing Specialist (4564U), Graduate Division - 78992

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.

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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.

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

As a central service center for the entire campus, the Graduate Division works to guide and assist students from the moment of admission, through the various milestones of their progress, to the completion of their degree requirements. We provide academic, personal, and professional support services that are vital to the everyday well-being and life-long successes of Berkeley master's, professional, and doctoral students.

As the authoritative resource and chief advocate for graduate education, the Graduate Division ensures the equitable administration of policies governing graduate studies across Berkeley's 14 schools and colleges. As the administrative arm of the Academic Senate's Graduate Council, we partner with the faculty and staff of each program and the deans of each school and college to maintain the world-renowned quality of Berkeley's graduate education.

The Graduate Division is committed to expanding the diversity of Berkeley's student body, and supporting students from all backgrounds, especially those from underrepresented groups, in their academic, personal and professional journeys. We're here to help you build community and make our campus your new home. Read about our Anti-Racism Initiatives [here](#).

Our overarching vision in the Graduate Division is to not only expand the diversity of the graduate student body at Berkeley, but also to ensure that our Black and other underrepresented graduate students have the tools, resources, and community of support they need to thrive in their graduate

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studies.

Learn more at grad.berkeley.edu

Position Summary

The Office for Graduate Student Life collaborates with campus units to support students' overall well-being, including issues related to mental health and wellness, housing and basic needs, community connection, and campus engagement.

The Graduate Basic Needs/Housing Specialist is primarily responsible for developing and maintaining up-to-date resources on helping students navigate the off-campus housing market, while partnering with campus housing staff to support graduate and professional student housing needs, and serves as the primary Graduate Division liaison to the Basic Needs Center.

In addition to developing and maintaining housing search resources, this position also functions as a non-emergency case manager for students navigating the housing search, working with the Basic Needs Center Care Team to refer students for whom campus housing is not a desirable option. Duties include collaborating with the CalRentals and Student Legal Services staff to promote resources and workshops that keep students apprised of their rights as tenants, and leading a team of students who will act as concierges to assist newly admitted students with their housing needs. The incumbent will also serve as the primary Graduate Division liaison to the Basic Needs Center, collaborating with staff in the Office of Graduate Diversity and Graduate Student Funding to connect students with multiple campus and community resources. As needed, the incumbent will work with PATH to Care and OPHD to facilitate access to emergency housing for survivors of sexual violence and other forms of discrimination and harassment. Additionally, this position will also work closely with GSAOs and other staff to advise students on available campus resources.

Application Review Date

The First Review Date for this job is: 07/09/2025.

Responsibilities

- Advises students on sensitive and complex issues regarding housing and basic needs.
- Supports the Office for Graduate Student Life service structure, connecting students to relevant services on and off campus.
- Maintains relationships with internal and external organization stakeholders critical to program

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- success. Serve as liaison to the Basic Needs Center, CalRentals, and Residential Services staff.
- Plans and implements workshops and information sessions about housing and basic needs for graduate student audiences in support of their holistic wellbeing.
 - Produces, publishes, and or promotes web-based materials for admitted and current students regarding searching for housing in the Bay Area.
 - Collaborates with Graduate Division events staff, Office for Graduate Diversity, and others as necessary for student-oriented occasions such as New Graduate Student Orientation, Graduate Student Diversity Day, Grad-Stravaganza, etc.
 - Assist Director with the administration of graduate SVSH prevention trainings in partnership with Path to Care and OPHD; support compliance tracking.
 - With staff from Graduate Student Funding, Office of Graduate Diversity, and external partner offices, participate in the administration (i.e., identification, verification of need, and distribution) of emergency funding resources for students.
 - Track and maintain assessment and impact data to provide insight and recommendations based on trends and patterns.
 - May hire and supervise clerical and/or student staff to provide clerical, administrative and event support
 - Other duties as assigned.

Required Qualifications

- Thorough knowledge of advising and counseling techniques.
- Ability to use discretion and sensitivity with student information.
- Demonstrated ability to work effectively and collaborate with individuals and groups from a wide range of backgrounds, experiences, and perspectives of the organization and its partners.
- Thorough knowledge of Student Affairs/Student Life specialization.
- Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
- Abilities in project management, problem identification and reasoning skills.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Master's degree in related area and/or equivalent experience/training.

Salary & Benefits

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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. The full salary range for this classification is \$61,200.00 - \$105,200.00.

- 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 40% 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 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

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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

Contact Information

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

Contact

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N/A

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