

Immigrant Legal Services Staff Attorney (7206U), Student  
Affairs Immed Off - 79174  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259161>

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Posted Jul. 14, 2025, set to expire Oct. 31, 2025

<b>Job Title</b>	Immigrant Legal Services Staff Attorney (7206U), Student Affairs Immed Off - 79174
<b>Department</b>	Office of the Vice Chancellor for Student Affairs
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jul. 14, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Student Services Legal Services
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**Job Description**

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**Immigrant Legal Services Staff Attorney (7206U), Student Affairs Immed Off - 79174**

**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 Office of the Vice Chancellor for Student Affairs provides leadership and administrative support to forty (40) units with over 1,500 career positions, and an additional 1,500 students and 250 limited staff; and an annual operating budget of \$350M. In addition, the Financial Aid Office directly awards over \$400 million from over 700 funding sources to 42,000 undergraduate and graduate students at the University of California, Berkeley. Similarly, the SA Division manages the external relations of a unique scholarship and recruitment program, Fiat Lux, which provide annual scholarships and program services to an educationally-disadvantaged student population.

The Vice Chancellor of Student Affairs is supported by the Chief of Staff (COS- SA), the Chief Financial Officer (CFO), and the other members of the Vice Chancellor's Executive Team, who are the senior leaders in the division. This includes the offices of Enrollment Management, People and Administrative Services, Dean of Students, Financial Aid and Scholarships, Health and Wellbeing, Residential and Student Service Programs, and the Senior Advisor of Equity and Belonging.

## Position Summary

This is a 1-year .5 FTE staff attorney position based at UC Berkeley that will provide immigration legal services, education, guidance, and legal resources as a member of the UC Immigrant Legal Services Center (based at UC Davis), with a focus on students, postdocs, their family members, staff, and faculty with US permanent resident status. This position will provide a high level of knowledge and expertise (or collaborate with government affairs and other experts) in understanding federal actions

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and how they impact permanent residents and in understanding the legal resources available to this specific population.

Under general direction, work with the UC Immigrant Legal Services Center attorneys and staff (based at UC Davis) to primarily serve the immigration-related needs of UC Berkeley students and their immediate family members, as well as some UCB staff and faculty, including UC Berkeley. Assist clients in navigating the immigration system and processes, and provide immigration legal assistance.

Perform review, research, and analysis regarding immigration issues. Conduct "Know Your Rights" and other informational presentations, as well as campus outreach in collaboration with Undocumented Student Services (USS) and/or other UC campus entities. Represent clients at administrative and/or court proceedings and engage in administrative advocacy.

The attorney will be expected to be on campus at UCB 1-2 days per week as needed for presentations and to facilitate training sessions.

The attorney will focus on providing immigration legal services and education to the population at UC Berkeley but may support other UC Immigrant Legal Services clients and UC Center work, and will be required to attend in-person appointments at UCB and off-campus, as well as meetings via Zoom.

### **Application Review Date**

The First Review Date for this job is: 07/08/2025.

### **Responsibilities**

#### **Research, Analysis, and Legal Representation**

- Performs intakes, conducts research, files applications with USCIS and other immigration agencies, drafts FOIA requests, and conducts immigration related research and writing.
- Some representation at immigration removal proceedings and/or state court may be required.

Keeps records, per UCIMM policies, in case management systems. Many cases will be sensitive and all work performed will be highly confidential.

The Staff Attorney will be asked to participate in weekly meetings with Center staff to discuss pending cases and other Center matters. Center staff works as a team in support of all Center cases and issues, as well as Center grants. These responsibilities may include other duties, as organizational

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need arises.

#### Educational Resources and Legal Guidance/Support

- Develops educational resources and provides legal guidance and support to faculty, staff, and student permanent residents as well as other campus entities.
- Informs and advises permanent residents of their rights and responsibilities regarding a variety of legal matters, including but not limited to immigration, international travel, border detainment, etc.

#### Outreach and Liaise on Campus

- Coordinates outreach and communication, gathering of essential information, tracking of relevant trends, providing consultations, training or workshops, and resources and support tailored to permanent residents.
- Attends regularly scheduled meetings with the UCB and UCD team and stakeholders.
- When necessary, provides information to students, staff, and/or faculty for outside attorneys or other reputable immigration legal services providers for further complex legal action.

Other duties as assigned.

#### Required Qualifications

- At least 3 years of experience in immigration law practice, including affirmative family-based immigration relief, U-Visa, VAWA, SIJS, adjustment of status, naturalization, advance parole, DACA, removal defense, and complex matters including assessing inadmissibility and deportability.
- Experience working with non-immigrant visas (NIVs) and OPT cases.
- Demonstrated ability to work autonomously.
- Interpersonal and communications skills to state ideas clearly and concisely and to work closely with UC colleagues, college students and their families, staff at USCIS and courts, and others.
- Experience working with low-income communities and immigrants.
- Knowledge of legal and non-legal electronic databases to sufficiently support research and preparation of complex documents.
- Demonstrated ability to work in a highly collaborative manner with diverse stakeholders.
- Experience using writing, editing, and proofreading skills to write complex documents, and draft and create legal documents clearly, logically, and precisely with close attention to detail.
- Experience with Lexis, Nexus, Westlaw and/or other electronic legal databases, law library, people-search databases, standard office software.

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- Experience working in a multicultural environment and skills to communicate, interact, and work with diverse constituencies, particularly in student services organizations.
- JD or other law degree from a State Bar-accredited or American Bar Association-approved law school.
- Licensure in any state and maintenance of that good standing through continuing legal education credits required by the State Bar.

### **Preferred Qualifications**

- Experience working with low-income communities and immigrants, preferably immigrant youth/young adults.
- Knowledge of student development theory and practice.
- Proficiency in spoken and written Spanish.
- Familiarity with UC policies and procedures, removal defense experience, including the intersection of criminal and immigration law.
- Experience supervising legal interns and or/externs, working with student and immigrant community organizations and providing trauma-informed client services.
- Experience providing information sessions and workshops around adjustment of status, "Know Your Rights," traveling domestically, constitutional rights, and other immigration issues/updates.
- Skills to solicit pertinent information, research multiple sources, and distill large amounts of information.
- California Law Licensure.

### **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.

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The budgeted annual salary range that the University reasonably expects to pay for this position is \$90,000.00 - \$116,500.00 (at 100% FTE). The target salary range for this position is \$50,000.00 - \$52,000.00 (at 50% FTE).

- 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 80% 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 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](#)

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[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](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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