

College Adviser (4546C), College of Chemistry, Dean's
Office - 79324
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259314>

Downloaded On: Jul. 16, 2025 8:21am

Posted Jul. 15, 2025, set to expire Nov. 1, 2025

Job Title	College Adviser (4546C), College of Chemistry, Dean's Office - 79324
Department	College of Chemistry
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Educational Services Counseling Services
Apply Online Here	https://apptrkr.com/6359773
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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 College of Chemistry houses the Department of Chemistry and the Department of Chemical and Biomolecular Engineering. Both rank among the most prominent in the nation, and are renowned for their excellence in a wide range of sub-disciplines and applications in the chemical sciences. The College's undergraduate programs are rigorous, and attract a diverse group of motivated, high-achieving students. In addition to completing a challenging curriculum, our students engage in research, internships, study abroad, and a variety of other co-curricular pursuits.

The College of Chemistry's Undergraduate Advising team seeks an experienced, holistically-oriented, and equity-minded adviser who represents the full diversity of California and who demonstrates a sensitivity to and understanding of the diverse backgrounds present in our community. We support student success by helping students define and achieve their academic and personal goals. Advisers guide students in course selection, completion of degree requirements, and other academic decision-making. We serve as a resource for information about research and internship opportunities, enrichment programs, and various campus support services. Our goal is to empower students to create a meaningful educational experience at UC Berkeley.

Position Summary

Involves counseling students on academic program policies and issues. Monitors student academic progress and assists students in making appropriate educational choices and decisions. Conducts informational sessions and provides advice.

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Application Review Date

The First Review Date for this job is: 07/11/2025.

Responsibilities

Academic Advising

- Applies advanced academic advising concepts and experience to identify and resolve intricate student issues/grievances such as alleged discrimination, complex grade dispute issues, and students' personal crises while empowering students to make the most of their collegiate experience, including the development of both technical and non-technical skills.
- Manages a caseload of 300+ undergraduates using a holistic advising approach.
- Establishes individualized, collaborative relationships with students to learn their skill levels, aptitudes, interests, and strengths.
- Assists students with identifying academic and career goals and establishing realistic plans to achieve them.
- Determines the proper referrals for students whose academic success may be adversely impacted by issues related to mental health, financial aid, study habits, personal and/or family concerns, etc.
- Verifies degree progress and completion for B.S. candidates in five College of Chemistry majors, including when there are no clear precedents or articulations, such as substitution of major requirements and use of transfer credit.
- In collaboration with--and sometimes acting on behalf of--the Advising Director and Undergraduate Dean, makes decisions about student petitions and other issues related to academic status, probation, and/or academic dismissal. This may include interpreting, enforcing, and/or making exceptions to College policies and regulations.
- Participates in high-visibility events such as the College of Chemistry Undergraduate Research Fair, Cal Day, Commencement, and Golden Bear Orientation.

Academic Policies & Procedures

- Analyzes the consequences and implications of departmental and college academic policies and recommends new or changed policies.
- Advises the Undergraduate Dean, the Chemistry Department's Curriculum Committee, the departmental Directors of Undergraduate Education, and Advising Director on the formulation of department and college policy, including providing advice on areas needing clarification and identifying solutions.

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- Makes recommendations on exceptions to policy and determines how such decisions will affect multiple departments.
- Develops and maintains online information about College policies, procedures, and curricula in the Academic Guide and the College's undergraduate web pages.
- Represents CoC Undergraduate Advising on various campus-wide committees; participates in developing solutions to student issues with broad impact.
- Serves as the Student Information System liaison and subject matter expert for CoC Undergraduate Advising.

Awards & Scholarships

- Oversees the administration, evaluation, and awarding of all College of Chemistry undergraduate student financial awards, scholarships, and research stipends.
- Manages annual undergraduate student awards of approximately \$250,000 from College of Chemistry restricted and unrestricted funds.
- Performs needs analysis, assesses eligibility, and proposes guidelines to the Undergraduate Dean to determine allocation of awards under complex, specialized regulations and funding terms.
- Maintains current and historic knowledge of Financial Aid, College of Chemistry Dean's Office, and Departmental requirements and procedures relative to the administration of student financial awards, scholarships, and research stipends.
- Works directly with stakeholders to resolve sensitive financial award issues.

Admissions & Recruitment

- Utilizing in-depth knowledge of College admissions criteria, manages junior transfer student admissions: coordinates norming process; oversees staff reading and review; reads and ranks junior transfer applications; organizes scoring data for review by Undergraduate Dean, and coordinates with the Office of Undergraduate Admissions around conditions of admission.
- Determines transferability of technical coursework with departments in order to allow subject credit.
- Advises Undergraduate Dean on establishing or revising selection criteria and procedures for special program eligibility.
- Addresses unusual circumstances, complicated selection, and student appeals.
- Advises prospective students, parents, and high school and community college counselors regarding College degrees, programs, and policies.
- Represents the College at recruitment and yield events, including at Cal Day, freshmen and transfer admit yield receptions, the bridges Senior Weekend Resource Fair, and EOP New Admit

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Reception.

Data Reporting & Analysis

- Serves as the Cal Answers and Student Information System reporting expert for CoC Undergraduate Advising.
- Provides data reports and analyses for complex academic, grant reporting, curriculum, and accreditation projects, working directly with the CoC Dean's Office, Undergraduate Dean, Advising Director, Department Chairs, and the Directors of Undergraduate Education.
- Compiles and collates student data from multiple sources.
- Identifies mismatches and errors from external and internal sources; recommends programming or procedural changes needed to prevent errors.
- Works with the SIS team, special task forces, and the Office of the Registrar to implement changes.
- Performs ad hoc analytical studies on a wide variety of complex issues; coordinates with internal and external stakeholders such as the Office of Planning and Analysis and the Division of Equity and Inclusion.

Courses, Curriculum, & Enrollment

- Advises the Undergraduate Dean, Advising Director, and faculty on transferability and applicability of non-UC Berkeley courses and/or courses on campus within or outside of the department that may affect degree requirements.
- Serves as the liaison between the Office of Undergraduate Advising and the Curriculum Committee, Department Directors of Education, and the Undergraduate Dean.
- Using expertise in academic policy, procedures, and College of Chemistry curriculum, analyzes the implications of changes to the curriculum, courses, and the development of new courses.
- Serves as the enrollment management liaison between the Office of Undergraduate Advising and departmental enrollment managers in order to anticipate and resolve college-wide undergraduate enrollment issues.

Professional Development

- Participates in professional development and maintains current knowledge of student affairs via campus and other training sessions, seminars, conferences, and events; takes part in campus and professional organizations; and networks with professional peers.

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Required Qualifications

- Demonstrated counseling and advising skills, including experience working in direct student service programs in a higher education setting.
- Knowledge in the methods used to enhance student achievement, such as strategies for effective advising, mentoring, and advocacy.
- Demonstrated problem solving skills, including the ability to be resourceful, creative, and flexible.
- Strong analytical and critical thinking skills.
- Ability to evaluate, interpret, and explain complex policies.
- Skills in judgment and decision-making.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds.
- Excellent oral, written, and interpersonal communication skills.
- Strong organizational skills, attention to detail, and ability to multi-task within competing timeframes.
- Knowledge of and experience with applying the policies, procedures, and requirements of the College or similar institution.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Master's degree in Academic Advising, Education, Counseling, or a related field 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

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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 \$80,000.00 - \$100,000.00.

- 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 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 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

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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

N/A

University of California, Berkeley

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