

Student Services Advisor (4574C) 79817
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260003>

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Posted Jul. 21, 2025, set to expire Jun. 30, 2026

Job Title	Student Services Advisor (4574C) 79817
Department	Summer Sessions, Study Abroad, Lifelong Learning & University Extension
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 21, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Student Services Counseling Services
Apply Online Here	https://apptrkr.com/6393841
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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

Summer Sessions, Study Abroad, Lifelong Learning & University Extension (SSALLEX) is the extended education division of the University of California, Berkeley and an essential part of the University's mission to extend the research and scholarship of UC Berkeley to a global community. SSALLEX is a vibrant and dynamic organization that enables more than 60,000 visiting, UC and potential Cal students; parents, faculty, academic units, international business partners, and central campus service providers engage in campus activities. The department provides more than 2,000 summer courses, fall freshmen programs, study abroad experiences, global internships, and year-around programs or courses, lectures, special events and interest circles for older adults.

The position provides advising on a wide variety of student services topics to students participating in our programs, including a large population of visiting international students. The position ensures that students have successful educational and personal experiences at UC Berkeley through appropriate advocacy, advising and programmatic support.

Application Review Date

The First Review Date for this job is July 31, 2025

Responsibilities

Student Services Advising: Applies professional Student Services concepts in providing a variety of student services to all student populations and affiliated international institutions and organizations

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served by the division; makes recommendation of processes or policy improvement with a focus to better serve visiting students and the affiliated representatives; creates communication materials, including email updates, notifications, website, FAQs, and other channels; works with the Student Services team in assisting all student service processes during the high-volume period, all-hands-on-deck situations.

Financial & Enrollment Matters: Advises students on payment options and deadlines; addresses any payment- and fee-related questions and issues in collaboration with other campus units; assists students and affiliated representatives in enrollment, enrollment changes, including cancellation/withdrawals from the program, course selection, other non-degree academic questions, and similar issues. May assist with the processing of appeal requests.

International Student Advising: Serves as a Designated School Official (DSO) and/or an Alternate Responsible Officer (ARO) to federal programs governing the support of international students. Provides basic information about non-complex student immigration and visa processes to visiting international students. Assists with preparation of student immigration and visa documents.; also advises international visiting students on basic health insurance options and requirements.

Student Orientation & Engagement: Conducts, coordinates, or participates in orientations of new visiting students and new affiliated international institutions and organizations; creates materials to be included in the orientation packet or program. **Events:** Assists in the planning and implementation of non-complex student programming and other events planned for the visiting student population and organizations.

Recruitment and Admissions: Advises prospective applicants and international institutions and organizations on necessary academic preparation, application, requirements and other related questions about attending UC Berkeley through the division's visiting student programs. Refers students to appropriate campus resources such as University Health Services, Academic departments, Student Conduct, Office of the Registrar, IT, Student Learning Center, etc

May supervise and/or mentor student assistants

Required Qualifications

- Knowledge of advising and counseling techniques.
- Skills in service orientation, organization, active listening, and critical thinking.
- Knowledge of, and/or can quickly learn, University processes and procedures.
- Knowledge of, and/or can quickly learn, University-specific computer application programs and

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- pertinent databases (Campus Solutions/PeopleSoft, Slate, TerraDotta, ZenDesk)
- Ability to multitask; verbal and written communication skills.
 - Interpersonal skills.
 - Multicultural competencies; ability to work with diverse populations.
 - Ability in problem identification and reasoning.
 - Skills in working with international students, institutions, agencies, or experience in studying abroad
 - Basic knowledge of student immigration and visa processes pertaining to international students.
 - Ability to serve as a Designated School Official (DSO) and/or Alternative Responsible Officer (ARO); per U.S. Department of Homeland Security, must be a U.S. Citizen or Permanent Resident
 - Bachelor's degree in related area and / or equivalent experience / training

Preferred Qualifications

- Experience organizing and hosting student engagement events

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Salary & Benefits

This is a full-time career position.

This position is eligible for the full range of UC 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 hourly range that the University reasonably expects to pay for this position is \$26.92 - \$36.21.

Other Information

This position will be governed by the terms and conditions in the agreement for the Student Services Advising Professionals, represented by the UAW.

This is not a visa opportunity.

How to Apply

To apply, please submit your resume and cover letter.

Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

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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.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Misconduct Disclosure

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

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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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