

Sr. College Evaluator (4546C) 79696
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260376>

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Posted Jul. 29, 2025, set to expire Jun. 30, 2026

Job Title Sr. College Evaluator (4546C) 79696
Department Office of Undergraduate Advising
Institution University of California, Berkeley
Berkeley, California

Date Posted Jul. 29, 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/6415040>

Apply By Email

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 mission, diverse student body, and commitment to equity and social justice. Since our founding in

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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 L&S Office of Undergraduate Advising (OUA) provides academic advising to newly admitted, currently enrolled, and readmitted undergraduate students (approximately 22,000). Additionally, OUA provides guidance on academic programs, policies, and procedures in the College of Letters & Science. OUA enforces and adjudicates the academic regulations of the College in order to ensure the integrity of the degree and the continuing quality of the institution. Decisions made by OUA impact all academic units within the College of Letters & Science and set a precedent for other Colleges on campus. OUA works collaboratively with academic and administrative departments across campus. To enhance the student experience, OUA utilizes an Advising Neighborhood model by division and academic discipline, resulting in College Advisers and Undergraduate Major Advisers working closely and collaboratively with each other.

Learn more about the OUA mission and values here: <https://lsadvising.berkeley.edu/mission-and-value-statements>

Position Summary

The Senior College Evaluator performs a full range of Evaluation duties, including transcript evaluation, review of transfer coursework, and certification of degree completion, while managing related projects. The Senior College Evaluator is responsible for developing, implementing, and coordinating evaluation projects and initiatives designed to enhance undergraduate degree planning and completion, and promote the unit's workflow in the initial transfer evaluation, transfer credit review committee, and graduation clearance processes. They provide specialized expertise to College Advisers, College

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Evaluators, and departmental advisers and serve as a consultant to L&S deans and others within the College and across the university. Utilizes independent judgment to review petitions, interpret, and maintain uniform and consistent application of College policies and regulations. Represents the unit on cross-campus advisory committees relevant to the functions of L&S Advising services.

Application Review Date

The First Review Date for this job is August 8, 2025.

Responsibilities

Academic Advising:

- Apply advanced academic advising concepts and extensive experience to support students navigating complex academic and degree progress challenges.
- Independently evaluate student records, identify intricate issues such as transfer credit discrepancies or unmet degree requirements, and develop solutions to help students stay on track.
- When necessary, refer students to appropriate campus resources or committees to resolve issues that require specialized intervention.
- Provide expert guidance to ensure students understand their options and can make informed decisions toward timely graduation.
- Coordinate a high-volume, continuous caseload of assigned incoming and current students needing timely, complex academic records evaluation; exercise judgment through the application of complex academic rules and regulations in order to analyze incoming transcripts and other academic records.
- Analyze course descriptions and syllabi to determine the applicability of transfer courses to College requirements; apply transferable course(s) to a student's academic record, ensuring reflection on the student's degree audit tool.
- Communicate with students regarding review and evaluation results.
- Verify completion of degree requirements when there are no clear precedents or articulations, or when transfer work is involved.
- Assess and monitor students' progress to degree, verify eligibility for degree candidacy, and certify degree completion for students in the College by leveraging the campus' degree audit tool in conducting comprehensive evaluations of individual academic records to ensure that all requirements for graduation are met.
- Partner with other units to identify and resolve intricate student issues and/or grievances such as alleged discrimination/harm, complex grade dispute issues, and students' personal crises.

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Project Management:

- Serve as the subject matter expert and project coordinator in assigned areas.
- Identify emerging student needs based on assessment feedback and new research in the student development field.
- Ensure effective planning and implementation of new programs, projects, and advising tools to meet programmatic objectives.
- Establish program goals, determine priorities, and set deadlines.
- Create written procedural guidelines for internal staff and key administrative staff in other units.
- Educate staff regarding policy issues, rules, and regulations germane to the project.
- Coordinate and/or enhance areas of need including, but not limited to, initial transfer evaluation, review of transfer coursework for continuing students, and undergraduate degree clearance for the College of Letters and Science.
- Plan and oversee complex programs that foster student success and promote graduation.
- Establish and monitor all programmatic goals and objectives for the academic year.
- Monitor workflow of special programs directly related to the mission and strategic goals of the office.
- Benchmark with other colleges to identify best practices, trends, etc. to improve the management of assigned initiatives.

Under Project Management, Evaluation:

- Coordinate, review, and advise the College and other units on the transferability and applicability of non-UC courses.
- Participate in the Transfer Credit Review Committee, which establishes articulations for institutions outside the California Community College system.
- Catalog and implement decisions on transfer credit for which no official course equivalencies exist in order to inform staff consistency in relation to decision-making regarding articulation.
- Serve as a subject matter expert in the review of international high school transcripts.
- Serve as lead for the review of transcripts and assessment of degree progress for specific student populations as the need arises, such as student-athletes and students returning after a significant leave of absence.
- Coordinate with campus partners on complex petitions requiring approvals from multiple units.

Under Project Management, Graduation:

- Assist the Associate Director of Policy and Evaluation in the coordination of the undergraduate

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graduation clearance process for the College, including maintenance of graduation calendars, communication with major and minor departments, communication with students, and monitoring the progress of campus units toward set milestones in the clearance process.

- Recommend and implement internal procedures to ensure compliance and accurate service delivery.
- Develop new, or make changes to, existing documentation and workflow processes.

Leadership:

- Serve as a resource on academic College and departmental programs and related regulations and policies.
- Provide training on programs to internal and external department staff.
- Serve as an expert resource, recommending resolution of specialized and/or complex issues.
- Serve as College academic advising expert and consultant to College Advisers, deans, departmental advisers, and key campus partners.
- As the dean's delegate, advise deans on the formulation of department policy by advising them on areas needing clarification and identifying solutions.
- Review, and advise deans on, the transferability and applicability of non-UC courses and/or courses of the organization within or outside the College that may affect ongoing requirements.
- As the dean's delegate, utilize independent decision-making authority to review requests, interpret, and maintain uniform and consistent application of College policies and regulations.
- As the dean's delegate, analyze the consequences of College academic policies/practices and recommend new or modified policies/practices.
- Support the advising team in troubleshooting complex College policies (eg, incomplete grades, application of professional courses to the degree, waiver requests for College requirements, etc.) and procedures.
- Make recommendations to the training and leadership teams; contribute to ongoing staff training.
- Work collaboratively with other advising staff to help implement College-wide initiatives/projects to meet departmental goals.
- Help foster a culture of inclusion and belonging in alignment with the L&S Advising mission and values (<https://lsadvising.berkeley.edu/mission-and-value-statements>) and the UC Berkeley principles of community (<https://chancellor.berkeley.edu/about/principles-community>).
- Serve on committees representing L&S Advising as assigned; participate in short-term and long-term planning. Other job duties as assigned and relevant to the position.

Professional Development:

- Stay abreast of best practices and innovations in academic advising.

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- Attend seminars, conferences, cross-campus committees, and weekly office-wide training sessions, and participate in campus-wide committees and professional organizations.
- Attend and lead presentations in the office and on campus, regional, and national platforms.
- In partnership with the supervisor, set annual stretch and professional-development goals that advance Undergraduate Division and L&S OUA priorities, with an emphasis on fostering an inclusive, respectful, and accessible environment for the diverse students we serve.

Required Qualifications

- Advanced knowledge of advising and counseling techniques.
- Knowledge of, or ability to quickly develop knowledge of, multiple majors, colleges, and schools.
- Advanced knowledge, or ability to quickly gain advanced knowledge, of College policies, procedures, and requirements, precedents, and application of policy.
- Advanced skills in decision-making, problem-solving, project management, and assessment, including establishing and measuring program and/or learning outcomes.
- Strong abilities in problem identification and reasoning, and ability to develop original ideas to solve problems.
- Proven ability to create and maintain effective working relationships with faculty, staff and students.
- Excellent written and verbal communication skills.
- Administrative experience in a college setting.
- Basic computer skills.
- Perform arithmetical calculations with speed and accuracy, leveraging technology.
- Ability to influence change and lead innovation.
- Commitment to, and demonstrated success working with historically underrepresented/marginalized groups, including minoritized, first-generation college, undocumented, re-entry, student-parents, rural, formerly incarcerated or system-impacted, LGBTQIA+, disabled, international, and out-of-state students.
- Ability to delegate and assign work.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Experience in transcript evaluation and record analysis.
- Experience providing academic advising to L&S undergraduates and familiarity with multiple majors, colleges, and schools.
- Demonstrated ability to thrive in a fast-paced higher education environment.

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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 \$75,000.00 - \$95,000.00.

- This is an exempt monthly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

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.
- This position is eligible for up to 40% remote work within the United States. 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

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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 applying for or inquiring about this job announcement.

Contact

N/A

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