

American Indian Graduate Program (AIGP) Coordinator
(4575C), Graduate Division Ops - 80176
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260737>

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Posted Aug. 5, 2025, set to expire Jun. 30, 2026

Job Title	American Indian Graduate Program (AIGP) Coordinator (4575C), Graduate Division Ops - 80176
Department	Graduate Division
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 5, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator Professional Staff
Academic Field(s)	Multicultural Affairs/Diversity Educational Services
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Job Description

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American Indian Graduate Program (AIGP) Coordinator (4575C), Graduate Division Ops - 80176

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.

Position Summary

Reporting to the Assistant Dean for Graduate Diversity in the Graduate Division's Office for Graduate Diversity, the American Indian Graduate Program (AIGP) Coordinator is responsible for developing and implementing admissions, retention, and academic support services, events, and workshops, including outreach, recruitment, and yield activities, academic advising, student counseling, financial aid, academic and non-academic career services, professional development workshops, and support for student organizations. The Coordinator will support the diverse needs of graduate students, including

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fostering academic, community, and social opportunities to promote understanding of Native American, American Indian, and intersectional identities. AIGP works to create a sense of inclusion for students at UC Berkeley, educating, advocating, and building community across differences, while developing student leaders for a multicultural world. The Coordinator will work collaboratively with staff in the OGD, the Graduate Division, as well as other internal campus partners and relevant external organizations to deliver outstanding student services, advising, and support to graduate students.

The Coordinator uses skills as a seasoned, experienced student services professional to provide a full range of student services for AIGP within the Graduate Division's Office for Graduate Diversity. The AIGP Coordinator independently advises students and resolves student services-related issues on the full range of academic issues specific to the graduate students. Advises faculty and staff on a variety of graduate student issues. Works with the department's/school's/college's management to recommend changes to policies, practices, and procedures. Provides guidance on issues requiring in-depth knowledge of specialized programs is provided by offices specializing in those fields, e.g., the financial aid office, graduate division, or student learning center, OR by the chair/dean and faculty of the department/school/college. May administer funds for student programs.

Application Review Date

The First Review Date for this job is: 08/14/2025.

Responsibilities

Academic Advising:

- Meets annually with currently enrolled graduate students and provides thorough, timely, and effective follow-up on student needs and tracks progress updates to be shared with supervisor.
- Collaborates and advises faculty and staff on departmental/school/college and university policies and procedures; reviews students' progress and advises students and faculty on requirements for degree/program completion; identifies students with progression problems and recommends interventions; advises on student academic planning in collaboration with Assistant Dean for Graduate Diversity/chair/dean and faculty, and with other departments.

Retention Support:

- Plans and leads workshops and other programming designed to promote students' academic success and retention, personal development, and leadership formation.
- Provides advice about academic and personal development resources and strategies to students.

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- Refers students to appropriate campus and community services.
- Plans, develops, and implements programs, services, activities, and strategies that promote critical dialogue and social change around multiculturalism, campus climate, and issues of equity and inclusion.

Recruitment, Admissions, and Orientation:

- In collaboration with the OGD Admissions Team, plans and implements outreach programs with specifically targeted institutions and travels to graduate fairs and relevant institutions of higher education, community colleges, and other relevant institutions; advises prospective applicants on necessary academic preparation; appropriateness of program as it pertains to the prospective applicant's goals; utilizing in-depth knowledge of the organization's admissions criteria, helps rank applicants for admissions; evaluates domestic and international transcripts for degree eligibility; initiates and arranges student recruitment visits.
- Plans and implements orientations of new students, including first-generation, low-income, and students supported by OGD.

Financial Aid:

- Supports the administration, evaluation, and awarding of graduate student fellowships, grants, scholarships, and other awards; advises students on financial aid options of the organization and extra-mural graduate fellowship opportunities, including the Native American Opportunity Plan (NAOP); provides guidance on applications and support for fellowships, externships, internships, work-study and grant opportunities, and academic and professional development funding support as well as Academic Student Employee (ASE) opportunities, such as Graduate Student Instructors (GSIs), Graduate Student Researcher (GSRs), Reader, or Tutor positions.

Student Conduct:

- Responsible for interpreting organization policies and advising students and faculty on student conduct, student grievances, and challenges that arise.

Career Counseling:

- Advises department/college/school graduate students on career and professional development opportunities and procedures, including the job market process, and the standards and norms specific to the student's field of study; advises on internship programs; develops and maintains network of departments and regional firms interested in hiring students, including postdoctoral, academic, industry, non-academic, and professional development opportunities.

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- Provides support on postdoctoral and fellowship timelines, and leverages, advocates, and/or co-creates support with the Graduate Division or campus departments (e.g., GradPro, Career Management, and other campus and departmental resources).

Events and Workshops:

- Plans, designs, and implements complex, high-visibility student events and workshops, such as commencements, academic support and strategies, wellness, writing, career, networking, professional development, community-building gatherings, and other retention workshops at the Inclusive Excellence Hub.
- Partners with key campus partners with events and workshops, including the relevant Graduate Division units, such as the Professional Development and OGD Admissions teams, and the Native American Student Development (NASD), Native Thriving Initiatives Director, and Native Community Center.

Collaborations with Campus Partners:

- Develops and maintains relationships with stakeholders, both on and off campus, that are critical to program success.
- Serves as a liaison with other programs and organizations on campus and the broader community, including graduate student organizations; developing and enhancing an alumni network and convening and facilitating meetings of Alumni Chapter and other key stakeholder meetings.
- Promotes collaborations among various student, staff, faculty, and community constituencies with interests in social justice, equity and inclusion.

May supervise staff.

Participation in Graduate Division meetings and professional development opportunities.

Required Qualifications

- Working knowledge of advising and counseling techniques.
- Knowledge of and/or can quickly learn University-specific computer application programs.
- Knowledge of and/or can quickly learn University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Excellent Solid verbal and written communication skills.
- Excellent interpersonal skills including active listening and critical thinking skills.

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- Ability to work with a variety of populations, including a deep knowledge and understanding of issues affecting a variety of students and communities, including Native American, American Indian, and intersectional identities.
- Ability in problem identification and reasoning; ability to develop original ideas to solve problems.
- Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
- Strong organizational skills with ability to manage priorities with a high level of accuracy and attention to detail.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Knowledge of strategies in admissions, outreach, recruitment, and yield.
- Ability in problem identification and reasoning; ability to develop original ideas to solve problems.
- Proven experience and skills in project management and event planning.

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 \$63,000.00 - \$83,200.00.

- This is an exempt monthly-paid position.

How to Apply

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

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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 10% 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](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

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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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