

Senior IB Academic Advisor (4546C) - 80221
University of California, Berkeley

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Posted Aug. 8, 2025, set to expire Jun. 30, 2026

Job Title	Senior IB Academic Advisor (4546C) - 80221
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 8, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services Educational Services Counseling Services
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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 Departments of Integrative Biology (IB), Molecular & Cell Biology (MCB) and Neuroscience (NEU) together are among the largest academic departments at UC Berkeley. By several measures (including number of faculty and students, budget, and assigned square feet), these departments are larger than many UCB colleges and schools. The two departments represent over 186 faculty FTE (including Adjuncts, Professors of the Graduate School, active emeriti and 15 HHMI professors); 77 Researchers and Specialists; 150 post-doctoral researchers; 375 graduate students; 80 department staff members; and total state and extramural payroll of approximately 1000 (including Graduate Student Instructors, Graduate Student Researchers and research staff). Financial resources include approximately \$51M in annual extramural funding (which accounts for over half of the total sponsored research awards in the College of Letters & Science) and over \$46M other fund sources. The department has over 1,800 declared undergraduate students and a total annual enrollment in classes of ~20,000. Department personnel are currently housed in eight buildings located in three widely separated parts of the campus.

The Undergraduate Student Services Office serves undergraduate students in the IB, MCB, and NEU majors through comprehensive advising and student programming.

Position Summary

In addition to counseling students on academic program policies and issues, Senior Advisors provide specialized expertise in an assigned major, serve as representative of that major on cross-campus advisory committees and to faculty in the department, lead office-wide projects such as graduation

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audits and advising survey reviews, act as the main transfer equivalency coordinator, lead special projects and programs, mentor and train other staff, and fill in for Assistant Director in case of absences.

Application Review Date

The First Review Date for this job is: 08/19/2025.

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.
- Advises undergraduate students in an assigned major using a holistic advising approach, through scheduled appointments, drop-in hours, email communication, workshops, and presentations.
- 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.
- Utilizing in-depth knowledge of the field, counsels students on post-degree employment opportunities and practices.
- Uses this knowledge to make recommendations to faculty and staff on best practices for career counseling.
- 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.
- Manages all aspects of the degree conferral process for undergraduate students in the major, including identifying honors notations, ensuring final research theses are received, assigning caseloads to other advisors ensuring that all advisors review their caseloads, updating the Academic Progress Reports (APR), and entering final statuses for graduation tracking.
- Leads complex programs in the office such as the Honors Program, Transfer Seminar/Mentoring Program, and/or Peer Advising Program, with assistance from other advisors.
- Assists Assistant Director in training and mentoring other staff.
- Acts as Advising Office liaison to the Faculty Advisors, scheduling their office hours, onboarding new faculty advisors, and directing policy petitions.

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- Counsels L&S college advisors and other campus advisors on departmental policies and procedures.
- Facilitates and participates in high-visibility events such as the departments' Undergraduate Research Poster Session and Conference Day, Cal Day, Commencement, and Golden Bear Orientation.

Transfer Student Support

- Utilizing in-depth knowledge of departmental policies works with undergraduate admissions, L&S college advising, and other departments to support transfer student admission and transition to the university.
- Works with undergraduate admissions to set transfer eligibility and recommend criteria for highly qualified applicants.
- Determines transferability of technical coursework with departments in order to allow subject credit.
- Advises prospective students, parents, and high school and community college counselors regarding department degrees, requirements, and policies.
- Represents the department at recruitment and orientation events, including at Cal Day, freshmen and transfer information presentations, GBA, and GBO.

Academic Policies and Procedures

- Analyzes the consequences and implications of departmental academic policies and recommends new or changed policies.
- Advises the Assistant Director, Curriculum Committee, and Undergraduate Program Committees on department and college policy, including providing advice on areas needing clarification and identifying solutions.
- Makes recommendations on exceptions to policy and determines how such decisions will affect undergraduate students.
- Develops and maintains online information about department policies, procedures, and curricula in the Undergraduate Catalog and the department's undergraduate web pages.
- Represents IB, MCB, and NEU Undergraduate Advising on various campus-wide committees; participates in developing solutions to student issues with broad impact.

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Courses, Curriculum, and Enrollment

- Advises the Assistant Director and faculty advising and/or curriculum committees 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 and/or Undergraduate Advising Committee.
- Using expertise in academic policy, procedures, and major 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 major related enrollment issues.
- Coordinates the enrollment and grade submission for undergraduate independent study courses and research, interacting with faculty, outside PIs, the Office of the Registrar, and enrollment managers.
- Facilitates the IB 77 seminar course in partnership with the faculty instructor: coordinates guest speakers, attends the weekly seminar, and provides support for enrolled students.

Awards and Scholarships

- Oversees the administration, evaluation, and awarding of all departmental undergraduate student financial awards.
- Manages annual undergraduate student awards which total up to \$35,000 from multiple sources with varying criteria.
- Performs needs analysis, assesses eligibility, and proposes guidelines to the department to determine the allocation of awards under complex, specialized regulations and funding terms.
- Maintains current and historic knowledge of Financial Aid 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.

Supervision

- May supervise student employees and volunteers, such as student office assistants (work-study), peer advisors, and transfer mentors.

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Required Qualifications

- Advanced knowledge of advising and counseling techniques, including experience working in direct student service programs in a higher education setting.
- Thorough knowledge of college/school policies, procedures, and requirements.
- Thorough knowledge of and/or can quickly learn department/college/school precedents and application of policy.
- Skills in judgment and decision-making, problem solving, project management, and event planning.
- Strong abilities in problem identification, reasoning, and ability to develop original ideas to solve problems.
- Ability to gather, analyze and draw practical conclusions from data, as well as communicate findings to others.
- Ability to multi-task with demanding timeframes.
- Demonstrated skill and ability to adhere to critical academic/administrative deadlines consistently.
- Skill in optimally serving students who present with challenging/sensitive issues.
- Excellent oral, written, and interpersonal communication skills.
- Advanced knowledge of and/or ability to quickly learn University-specific computer application programs and systems, including intermediate skill with Google Suite applications.
- Some weekend or evening work is required, typically 1-2 days per semester.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Master's degree in higher in student affairs, counseling, or related area and/or equivalent experience/training.
- Knowledge of multiple majors, colleges, and schools.
- UC Campus and/or equivalent experience.

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

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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 \$74,700.00 - \$88,400.00.

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- 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. 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.

Mandated Reporter

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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.

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

University of California, Berkeley

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