

Graduate Student Affairs Officer (4575) Job 80335 -
College of Environmental Design (CED)
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261018>

Downloaded On: Aug. 12, 2025 3:25am

Posted Aug. 11, 2025, set to expire Jun. 30, 2026

Job Title	Graduate Student Affairs Officer (4575) Job 80335 - College of Environmental Design (CED)
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 11, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student 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

UC Berkeley's College of Environmental Design, ranked the #1 public university for the built environment in the US, is committed to design excellence, equity, and access in the fields of architecture, city and regional planning, landscape architecture and environmental planning, and real estate development and design.

This position plays a key role in cultivating and expanding the Arcus Fellowship program at the College of Environmental Design (CED), helping build a dynamic network of current Arcus Fellows and Arcus alumni who are known across the country for using architecture, planning, and design to serve the public good. In parallel, this role helps make career services more accessible to Arcus Fellows and graduate students in all master's programs at CED. This includes developing employer relations and strengthening coordination between departments, career service specialists, and students to ensure the delivery of high-quality career resources and networking opportunities for all.

Application Review Date

The First Review Date for this job is: 8/21/25 - Open until filled

Responsibilities

25% Arcus Fellowship Systems Improvement:

Leads the streamlining and ongoing improvement of administrative systems related to purchasing,

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reimbursements, policy development, alumni and student data, and admissions for the Arcus Fellowship. Oversees database management to ensure accurate records and compliance. Manages the disbursement of financial aid to fellows and oversees payments related to events, purchasing, and travel.

25% Arcus Fellowship Communications:

Supports the fellowship's external visibility and outreach by contributing to marketing and promotional strategies aimed at academic audiences, prospective applicants, and industry leaders. Engages directly with students and prospective fellows through written and verbal communications. Offers individual advising and information to graduate students and prospective applicants on fellowship-related matters.

20% Arcus Fellowship Events & Admissions Support:

Assists the Program Director in outreach and recruitment activities to attract a diverse pool of graduate applicants. Supports the coordination of events for fellows, which provides them with direct access to social impact practitioners, alumni, and community partners. Advises prospective applicants on program details and application procedures, and responds to inquiries throughout the admissions process. Supports the fellowship selection process.

15% Arcus Fellowship Career Support:

Provides tailored support to Arcus Fellows to navigate their professional development, including internships and job placements. Coordinates with internal stakeholders to deliver specific career resources to fellows' social justice-oriented paths. Engages industry contacts, and develops tools, processes, and systems to ensure alignment with fellows' unique social justice post-graduate commitments and long-term success.

15% CED Career Services:

Leads efforts to coordinate career services across the College of Environmental Design (CED). Develops employer relations and manages centralized tools to catalog employer contacts. Convenes career counseling staff for information sharing, supports a college-wide career fair, and improves the ability for all graduate students to learn about internships, employment opportunities, and alumni networks.

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Required Qualifications

- Solid verbal and written communication skills.
- Interpersonal skills.
- Multicultural humility, desire to work with diverse populations.
- 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.
- Bachelor's degree in a related area and/or equivalent experience/training.

Preferred Qualifications

- Working knowledge of advising and counseling techniques.
- Knowledge of University-specific computer application programs and knowledge of University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Knowledge of complex U.S. visa and immigration procedures, compliance issues, and employment eligibility/authorization for international students and scholars.

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 salary or hourly range that the University reasonably expects to pay for this position is \$70,000 - \$82,000.

Conviction History Background

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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 identity, national origin, disability, age, protected veteran status, or other protected status under state

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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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