

Student Academic Advisor (4546C), Graduate Division  
Ops - 80474  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261196>

Downloaded On: Aug. 15, 2025 4:26pm

Posted Aug. 15, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	Student Academic Advisor (4546C), Graduate Division Ops - 80474
<b>Department</b>	Graduate Division
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 15, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Student Services
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**Job Description**

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**Student Academic Advisor (4546C), Graduate Division Ops - 80474**

**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 1868, we have driven innovation, creating global intellectual, economic and social value.



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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 application for admission, through the various milestones of their progress, to the completion of their degree requirements. We provide academic, financial, 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

Involves a wide range of student services duties and responsibilities for the Graduate Division. Provides assistance to the dean, departmental staff, faculty, and students regarding academic advising and degree completion. Provides oversight and support for academic departments and programs, and ensures consistent compliance with university policy related to graduate and professional degrees.

## Application Review Date

The First Review Date for this job is: 08/27/2025.

## Responsibilities

Academic Progression and Student Status

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- Reviews applications/eForms such as applications to advance to candidacy, qualifying examination, academic plan changes, special enrollment petitions. Identifies students who should be placed on probationary status, cleared from probation, lapsed, or terminated.
- Analyzes requests for exception to policy, research or request additional information, if appropriate, and works with Director or Dean on analysis and decision.
- Assists in the preparation of the final degree list each semester, including the coordination between academic units and the Office of the Registrar.
- Verifies all degree requirements have been met, including but not limited to required coursework, units, grades, department specific milestones, and GPA.
- Serves as primary Graduate Division Representative and expert for assigned departments' progression toward degree requirements; advises GSAO's and students on academic advancement such as capstone, thesis, qualifying exam dissertation committee configurations, and additional degree requirements (i.e., normative time, candidacy, foreign language requirements, etc.).
- Provide complex student case consulting.

#### Workshops, Outreach, and Training

- Works in collaboration with assigned departments to host workshops for continuing students: committee configuration, thesis and dissertation filing, qualifying exams, and advancing.
- Works in collaboration with unit peers to provide outreach and training services to GSAO colleagues.
- Policy Analysis and Process Improvement
- Works closely with Graduate Division leadership on the analysis and impact of policy.
- Identifies areas needing clarification and proposes solutions.
- Makes recommendations for the improvement of departmental practices and documents as they relate to Graduate Division policies and procedures: Milestone entry, committee configuration, and eForm support.

#### Dissertation and Thesis Review

- Reviews dissertations and theses for conformity to standards set by Graduate Division, the UC Library, and UMI-Proquest dissertation publishing requirements.
- Advise students of problems and possible solutions to allow the manuscript to be submitted.
- Attends UMI-ProQuest user group meetings.

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### Systems Support and Collaboration

- Updates, troubleshoots, and supports the APR specialist as it relates to the GSAO experience (milestone level updates, APR triage, etc.).
- Works closely with other divisional and campus administrative units (Graduate Admissions, Office of the Registrar, Residency Affairs, Student Information Systems etc.) to solve issues and meet the needs of graduate students.

### Staff Supervision and Business Operations

- Hire, train, and supervise work-study student assistants.
- Various tasks as assigned and critical thinking, streamlining/enhancements, and evaluation of business processes.
- Participates in Graduate Division staff meetings, retreats and professional development.

### Required Qualifications

- In-depth knowledge and understanding of complex Academic Senate policies.
- Advanced 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.
- Skills in monitoring/assessing people, processes or services, to make improvements.
- Skills in project management, social perceptiveness to be aware of others' reactions and understanding why they react as they do.
- Ability in problem identification, reasoning, ability to develop original ideas to solve problems, persuasion, leadership.
- Skills in judgement and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
- Extensive knowledge of policies of the Graduate Council and Guide to Graduate Policy.
- Extensive knowledge of the procedures established for the Graduate Degrees staff to process the various applications and petitions to maintain consistent outcomes.
- Knowledge of graduate group, concurrent program, and joint program requirements and procedures, including current approved composition of faculty membership.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic

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backgrounds.

- Demonstrated ability to work effectively and collaborate with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Experience and comfort training groups of people.
- Bachelor's degree in related area and/or equivalent experience/training.

### **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.

- This is a full-time (40 hours/week), career position that is eligible for UC Benefits.
- 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

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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](#)

### **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](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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