

Graduate Advisor (4576C) - 80640
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261551>

Downloaded On: Aug. 23, 2025 12:32am

Posted Aug. 22, 2025, set to expire Jun. 30, 2026

Job Title Graduate Advisor (4576C) - 80640
Department
Institution University of California, Berkeley
Berkeley, California

Date Posted Aug. 22, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Student Services
Counseling Services

Apply Online Here <https://apptrkr.com/6497031>

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 English Department is the largest department in the Division of Art & Humanities in the College of Letters and Science, with 50 permanent faculty and 10 staff, a large cohort of undergraduate majors, and a distinguished graduate program.

Position Summary

The Graduate Advisor is responsible for oversight and coordination of all aspects of the Ph.D. program in English and the concurrent degree in Medieval Studies and conducts this work independently and with a high degree of autonomy. This includes student advising, development of program policies, advising faculty and other department members on policies and procedures, managing graduate program resources, and allocating/administrating graduate appointments.

Application Review Date

The First Review Date for this job is: 09/03/2025.

Responsibilities

Academic Advising and Student Support:

- Serves as sole permanent advisor to matriculated graduate students in all areas of study in the English Ph.D. program as well as students undertaking the Medieval Studies Concurrent Ph.D.
- Works closely with and advises the Director of Graduate Studies and the Graduate Program

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Committee on current student issues, changes to campus graduate policy, and best practices for supporting graduate student progress.

- Maintains detailed and accurate student academic records.
- Tracks student degree progress.
- Maintains updates and accurate advisement records on campus tools.
- Manages all graduate milestone support and coordination. This includes language exams, qualifying exams, and process for dissertation completion/filing.
- Manages all aspects of the degree completion process for graduate students.
- Responsible for managing and maintaining graduate spaces including the study spaces (carrels) and GSI offices.
- Advises the DGS, DUS, and, department chair on curriculum planning for graduate coursework.
- Provides advice to and solicits feedback from the student group, the English Graduate Association.

Financial Aid:

- Oversees the processing, evaluation, and awarding of student fellowships, grants, scholarships, and other awards based on a six-year student funding package.
- Allocates funding from a large and diverse set of funding sources including departmental funds, campus funding, and external funding.
- Works directly with the Finance Analyst and Department Manager to analyze best use of graduate funds and make and implement recommendations.
- Recommends and implements resolution of sensitive, complex financial aid and support issues.
- Maintains accurate and current budget and expense projections.
- Helps forecast and predict graduate funding needs for admission cycles.
- Educates graduate students on available fellowships and external funds to support unfunded aspects of their graduate education.
- Oversees processes for appropriate equitable recruitment and assignment of Academic Student Employee (ASE) opportunities in the department.
- Responsible for drafting GSI contracts, while tracking GSI eligibility and UAW-UC union contract changes.

Recruitment and Admissions:

- Plans and implements admissions communications and departmental processes.
- Advises prospective applicants on necessary academic preparation and appropriateness of

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program as it pertains to the prospective applicant's goals.

- Initiates and arranges student recruitment visits to Berkeley.
- Delivers programming to prospective students.

Events:

- Plans student events, such as student orientations and commencement.
- Routinely develop and manage events that build and enhance the graduate student community, such as orientation for newly admitted students and cohort-specific orientations that provide updates about the phases of the program (such as in the third year when students first hold ASE positions for department courses), DEIB-focused events, information about the doctoral program or academic strategies and enrichment programs, forums, or workshops.
- Develop recommendations for the improvement of existing programs and/or policies as well as initiate new programs and/or services to meet changing student needs.
- Attends department graduate student events, as required/appropriate.

Student Conduct:

- Responsible for interpreting organization policies and advising students and faculty on student conduct, student grievances, disputes, and issues regarding discrimination.

Career Counseling:

- Responsible for advising students on career resources and referring students to career advisors and relevant events.
- Utilizing an in-depth knowledge of the field, assists students on identifying relevant career paths utilizing skills developed in the department's curriculum.
- Attend division, college, and campus-wide graduate advising meetings, and tracks and reports back to the department about relevant changes to graduate affairs.
- In consultation with supervisor, identifies and implements annual professional development goals.
- Examples might include special projects, or participating in professional associations, training programs, or campus committees.
- Workshops and seminars may focus on topics such as professional skills development, planning in higher education, and developing and maintaining expertise on various computer systems and computer software.

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Required Qualifications

- 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.
- Advanced verbal and written communication skills.
- Demonstrated ability to work effectively and collaborate with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds.
- Advanced knowledge of complex visa and immigration policies, procedures and regulatory requirements for international students and scholars.
- Ability in problem identification and reasoning; ability to develop original ideas to solve problems, persuasion, leadership.
- Skills in monitoring/assessing people, processes or services, to make improvements.
- In-depth knowledge of the field's post-degree employment opportunities and practices.
- Skills in project management, social perceptiveness to be aware of others' reactions and understanding why they react as they do.
- Advanced knowledge of advising and counseling techniques and demonstrated successful experience advising faculty, staff, and students on complex graduate student affairs policies.
- Highly developed oral and written communication skills.
- Ability in problem identification, reasoning, and ability to develop original ideas to solve problems and influence change.
- Demonstrated organizational, analytical, planning, and project management skills.
- Knowledge of and/or can quickly learn common University-specific online systems including Student Information System (SIS) and CalAnswers.
- Excellent computer skills in MS Office Suite (especially Word and Excel) and/or can quickly learn campus Google tools (bMail, bCal, bDrive, forms).
- Ability to exercise discretion regarding management of confidential student records and privileged information within the department.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualification

- Humanities-related education and/or experience working in college settings with students and/or

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faculty concentrating in humanities-based areas of study.

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 \$74,700.00 - \$103,800.00.

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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.

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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 or federal law.

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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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