

Graduate Student Affairs Officer (4575) Job 80769 -  
Department of Architecture (ARCH)  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261839>

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Posted Aug. 29, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	Graduate Student Affairs Officer (4575) Job 80769 - Department of Architecture (ARCH)
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 29, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Student Services Counseling Services
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**Job Description**

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**Graduate Student Affairs Officer (4575) Job 80769 - Department of Architecture (ARCH)**

**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

Berkeley's Department of Architecture was founded on strong principles of design, multidisciplinary collaboration, and respect for experimentation. There are over 570 students, 180 of whom are graduate students, over 20 full-time faculty, over 30 part-time faculty, and 5 career staff.

<https://ced.berkeley.edu/arch>

The Architecture Graduate Student Affairs Office (GSAO) role involves a wide range of student services duties and responsibilities for the Department of Architecture. The GSAO provides assistance to the chair/dean, MSO, faculty, and graduate students in academic advising, admissions, financial aid, the evaluation and awarding of fellowships and block grant funds, student orientation and events, and related programs. The incumbent will also develop and implement programs for student outreach, recruitment, and admissions, and educate the public about admissions requirements, policies, and processes.

### Application Review Date

The First Review Date for this job is: 9/10/25 - Open until filled

### Responsibilities

45% Advising and Student Services:

- Advises students on departmental, college, and university policies and procedures; reviews

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students' progress and advises students and faculty on requirements for degree/program completion; identifies students with progression problems and recommends interventions; provides input to curriculum planning in collaboration with faculty officers and staff colleagues.

- Provides advice and assistance to students on all aspects of their academic experience, including academic progress, satisfaction of major requirements.
- Reviews, evaluates, and advises student petitions for exceptions to requirements.
- Advises students on a wide range of course possibilities and/or ways to complete degree requirements that may not be clearly defined.
- Responsible for interpreting campus policies and advising students and faculty on student conduct, student grievances, disputes, and issues regarding discrimination.
- Identifies barriers, distractions, and complications affecting a student's academic success, helps students recognize these key non-academic issues, and makes appropriate referrals for therapeutic counseling and/or assistance from other units.
- Liaison with the Berkeley International Office (BIO) and the Graduation Division, including running queries, degree tracking, and submitting student-related administrative reports.
- Ensure timely and accurate communication to students, including the creation and dissemination of a weekly graduate student newsletter.

25% Recruitment and Admissions:

- Plans and implements outreach programs with specifically targeted organizations and institutions.
- Advises prospective applicants on necessary academic preparation; appropriateness of the 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.

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- Initiates and arranges student recruitment visits to Berkeley.
- Conducts outreach/recruitment activities using many modes of communication, including in-person events, webinars, and social media marketing.
- Works collaboratively with colleagues to manage the Graduate Admissions Ambassadors.
- Coordinates with faculty on program-specific info sessions and admissions timelines.
- Manages and updates Student Services & Recruitment/Admissions materials, including department and university website content, handbooks, etc.

15% Faculty Committees/Department Policy:

- Meet regularly with the department Chair and MSO to discuss current and future programming.
- Advises and guides new and continuing instructors on Departmental, College, and University policies and procedures that pertain to graduate student affairs within the Department of Architecture.
- Serve on faculty committees.
- 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.

10% Financial Aid:

- In collaboration with colleagues, oversees and processes the administration, evaluation, and awarding of student fellowships, grants, scholarships, and other awards.
- Advises students on financial aid options on campus and extramural fellowship opportunities.

5% Other:

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- Plans and implements complex, high-visibility student events, such as open houses, orientations of new students, final reviews, and commencement.
- Assist colleagues in department-wide programming and/or events.
- Coordinates student exit surveys and follow-up data collection surveys.
- Embraces the principle of being a "student always" by engaging in opportunities for training, workshops, seminars, continuing education pertinent to the position, or at the suggestion of the supervisor.

### **Required Qualifications**

Working knowledge of and experience with advising and counseling techniques.

- Knowledge of recruiting and admissions practices.
- Strong interpersonal skills to work with and gain trust from department senior management, faculty, and students.
- Proven ability to find solutions to conflicting situations.
- Multicultural competencies: the ability to work with diverse populations.
- Attention to detail and ability to prioritize multiple tasks and meet competing deadlines.
- Strong verbal and written communication skills.
- Knowledge of University, College, and Departmental policies, regulations, and procedures. Ability in problem identification, reasoning. Ability to develop original ideas to solve problems.
- Proficiency with Microsoft Office and Google Workspace, including Word, Excel, PowerPoint, and Drive. Proficiency with Zoom.
- Bachelor's degree in a related area and/or equivalent experience/training.

### **Preferred Qualifications**

- Skills in judgment and decision-making, problem-solving, identifying measures of system performance, and the actions to improve performance.
- Master's Degree in a related field is preferred.
- Knowledge of University-specific computer application programs, including Slate and SIS.
- Knowledge of University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.

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- Thorough knowledge of department and school/college general and major course and degree requirements.
- Project management 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 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 \$74,000.00 - \$83,500. The full range for this classification is \$63,000.00 - \$108,400.00.

### Referral Source info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

### 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

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

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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 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](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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