

Career Coach (4517C), College of Natural Resources,
Office of the Dean - 80843
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=262200>

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

Job Title	Career Coach (4517C), College of Natural Resources, Office of the Dean - 80843
Department	College of Natural Resources
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 8, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified 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.

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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.

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 Rausser College of Natural Resources embraces the University of California's public mission, serving the people of California, our nation, and the world. We conduct fundamental and applied research in the biological, physical, and social sciences. We train and educate future leaders and scholars, and engage with public and private partners to meet the pressing social and environmental challenges of our time. Through our research, teaching, and outreach, we seek equitable, scalable, and innovative solutions that address the climate crisis, promote ecological and economic sustainability, and improve human health and well-being.

The new Master of Climate Solutions (MCS) at the Rausser College is designed with a relentless focus on identifying the skills and experiences professionals need to accelerate their careers and maximize the impact they have on our planet. This one-year professional program translates fundamental science and groundbreaking discoveries, enabling professionals to learn how to evaluate technologies, develop just climate strategies, and remove barriers to implementing practical climate solutions around the world.

Position Summary

The Career Coach for the Master of Climate Solutions (MCS) program provides strategic and personalized career support to help students successfully transition into meaningful roles in climate and sustainability. This position exists to empower MCS students through one-on-one coaching, career-

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focused workshops, and tailored resources that clarify their professional vision and goals. Given the rapidly evolving climate job market, the Career Coach supports students in navigating complex career pivots, refining their professional narratives, and enhancing their confidence in job-search strategies. This role involves proactively assessing student needs, staying abreast of employment trends, and creating responsive programs and resources that enhance student employability. By collaborating closely with MCS faculty and program leadership, the Career Coach contributes directly to student success, career readiness, and long-term professional growth. Through individualized attention and expert guidance, the Career Coach ensures that MCS students are prepared to lead and make meaningful impacts in their careers.

Application Review Date

The First Review Date for this job is: 09/18/2025.

Responsibilities

- Coaching individual students to support a successful post MCS career launch.
- Research, Design, and Develop workshops and programs to meet the career needs of students and alumni.
- Build expertise on climate and sustainability-related careers and job markets by collaborating closely with MCS staff and faculty and conducting ongoing research and outreach to alumni and representatives at various organizations.
- Given the constant flux of the climate and sustainability career landscape, conduct timely research and design effective workshops to improve student ability to perform well in interviews.
- Understand student needs that impact their career self-efficacy (e.g., resiliency, overcoming imposter syndrome, and "fear of missing out").
- Research evidence-backed methods to create workshops empowering students to manage these needs, supporting both long-term career visioning and short-term career objective development.
- Provides career counseling in particularly complex areas that require specialized expertise and in emerging job market areas.
- Manages program improvement processes.
- Track, collect, and analyze program effectiveness and career placement data, and develop reports for the program leadership.
- Maintain coaching records on each student.
- Conducts needs assessments, and collaborates with faculty and other members of the University community in course design and development.
- Participates in student recruitment and admission efforts, including the development of relevant communication materials and supports the application review process.

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- Effectively utilizes campus and program specific systems career program technical systems, and uses thorough knowledge of career program and information systems to build applications and improve web sites and other supporting technologies.
- Presents sensitive and difficult information about the career program, including presentations to the media and the public.
- Develops and oversees delivery of broad and complex career-focused programs and events that incorporate the needs of organization partners and constituents.

Required Qualifications

- Advanced knowledge of career development theories, adult development theory, counseling processes, career coaching techniques, career decision making, learning styles, and job search techniques.
- Advanced knowledge of needs assessment theory, processes, and practice; workshop and program design.
- Advanced knowledge of and/or ability to quickly learn UC programs, career services, employer, alumni, and faculty needs and expectations, recruiting and staffing methods, employment trends.
- Strong ability to design and modify computer applications to meet program needs, problem identification, presentation skills, verbal communication, written communication, and organization skills.
- Leadership and guidance skills with a proven ability to manage, balance, and prioritize different tasks and projects.
- In-depth knowledge of federal immigration regulations, interpreting and providing guidance as to their relevance to international students.
- Advanced project management skills, sufficient to create, plan and implement new projects in service to the MCS student and alumni.
- Advanced knowledge of employer recruiting strategies, job market trends, and occupational, career, and employment information sources.
- Demonstrated experience interacting with a variety individuals and groups, exercising diplomacy, good judgment, and discretion.
- Oral communications skills to communicate effectively and diplomatically with students, alumni, faculty, legal employment community, administration and staff.
- Skill in listening perceptively and conveying understanding, establishing rapport, gaining trust, motivating others, and stimulating people to effective action.
- Skill in working independently and as a member of a team.
- Ability to establish and maintain cooperative working relationships with students, faculty, administrators, and representatives of the external firms and organizations.

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- Excellent oral and written skills to prepare and present professional workshops, panels, presentations, handbooks, handouts, articles and newsletters.
- Advanced 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.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$116,300.00 - \$149,800.00. (Rates are shown at 100% FTE). At 50% FTE, the budgeted annual salary range is \$58,150.00 - \$74,900.00.

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.

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

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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.

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
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Contact

N/A

University of California, Berkeley

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