

**Career Services Specialist (4517) - School of Information
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=263138>

Downloaded On: Sep. 29, 2025 10:54pm

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

| | |
|-----------------------------|---|
| Job Title | Career Services Specialist (4517) - School of Information |
| Department | School of Information |
| Institution | University of California, Berkeley Berkeley, California |
| Date Posted | Sep. 29, 2025 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Student Services Educational Services |
| Apply Online Here | https://apptrkr.com/6599642 |
| Apply By Email | |
| Job Description | |

Departmental Overview

The School of Information (I School) advances knowledge and practice everywhere humans interact with digital technologies. Through interdisciplinary research and teaching we are committed to expanding access to information and to improving its usability, reliability, and credibility while preserving security and privacy. Our faculty conduct research in human-computer interaction (HCI), security and privacy, applied data science, and technology in developing regions.

We currently offer three professional master's degrees and an academic doctoral degree. Our Master

Career Services Specialist (4517) - School of Information University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263138>

Downloaded On: Sep. 29, 2025 10:54pm

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

of Information Management and Systems (MIMS) program trains students for careers as information professionals and emphasizes project-based learning. Our Master of Information and Data Science (MIDS) program is an online degree designed for working professionals with career goals in the emerging field of data science. Our Master of Information and Cybersecurity (MICS), also offered online, offers a holistic approach to cybersecurity and prepares students for professional careers in cybersecurity. Our Ph.D. program equips scholars to develop solutions and shape policies that influence how people seek, use, and share information.

The Career Services Specialist will provide career counseling and placement assistance to students in the School of Information's professional masters degrees. In addition, working with students, alumni, and / or potential employers, they will be involved in planning, developing, and implementing programs, activities, counseling, and advising focused on students' career development.

Application Review Date

The First Review Date for this job is: October 9, 2025 - Open Until Filled

Responsibilities

35% - Serve as the lead Career Services Specialist for the MICS program. Provide career counseling and assistance in the job search process to students interested in advancing their current careers and/or making career changes. Empower students in developing and working towards achieving their career goals. This may include assisting students with document reviews, conducting their self-assessments, creating their "personal brand," gaining information around various career pathways, and networking. Provide students with general advice based on his/her expert knowledge of the job market for cybersecurity, data science/analytics, engineering, product management, user experience, policy, and other fields related to information science. Suggest methods of networking within the I School community (fellow students, faculty, alumni) as well as within broader industries of interest. Build and facilitate a community within the I School that supports student/alumni peer support, information sharing, networking, job postings, and alumni engagement to achieve educational and career advancement goals.

30% - Serve as a Career Services Specialist, as described above, for the other I School professional degree programs.

15% - Research, design, and develop career-related workshops, webinars, and mentorship/networking programs and events to meet the career needs of students and alumni across all I School Masters programs, with particular attention to programs that enhance the I School's career services capabilities

Career Services Specialist (4517) - School of Information University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263138>

Downloaded On: Sep. 29, 2025 10:54pm

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

(e.g., Immersion).

10% -Establish and cultivate relationships with campus, industry, professional organizations and organizations and businesses related to career services for students and alumni. (e.g, CLTC, Cyversity, NACE, UC Grad Services etc).

5% - Develop, oversee, and provide analysis of surveys that illustrate the career outcomes of students and alumni in the programs.

5% -Manage program improvement processes.

Required Qualifications

- Advanced degree in related area and / or equivalent experience / training.
- Advanced knowledge of 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.
- Strong ability to work with people from diverse cultures.
- Excellent knowledge of human behavior and performance; individual differences in ability, personality, and interests; and learning and motivation. (e.g. MBTI, CliftonStrengths)
- Advanced knowledge of career decision making, and job search techniques.
- Advanced knowledge of the technology industry job market, specifically in the area of information sciences and its related fields.
- Working knowledge of various industries interested in information sciences, including healthcare, finance, consulting, retail, etc.
- Detailed knowledge of hiring practices and recruiting/ staffing methods for mid to senior career professionals as well as employment trends.
- Advanced knowledge of LinkedIn, Slack, and other social media tools.
- Highly effective problem identification and solving skills, presentation skills, verbal communication, written communication, and organization skills.
- Excellent judgment in handling sensitive information.

Salary & Benefits

Career Services Specialist (4517) - School of Information University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263138>

Downloaded On: Sep. 29, 2025 10:54pm

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

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 \$82,800 to \$116,300 yearly (\$6,900.00 to \$9,691.67 monthly). The full salary range for this classification is \$82,800 to \$149,800 yearly. This is a 100% FTE career position eligible for full benefits. This position is FLSA Exempt and paid monthly.

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.

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

Career Services Specialist (4517) - School of Information
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263138>

Downloaded On: Sep. 29, 2025 10:54pm

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

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

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

,