

Assistant Director, Undocumented Student Program
(4502C), Centers for Educational Equity & Excellence
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263909>

Downloaded On: Oct. 14, 2025 10:05pm

Posted Oct. 14, 2025, set to expire Jun. 30, 2026

Job Title	Assistant Director, Undocumented Student Program (4502C), Centers for Educational Equity & Excellence
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 14, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director Professional Staff
Academic Field(s)	Student Services Multicultural Affairs/Diversity
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Job Description

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Assistant Director, Undocumented Student Program (4502C), Centers for Educational Equity & Excellence

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

The Centers for Educational Equity and Excellence (CE3) is a cluster of multiple student support programs in the Division of Equity and Inclusion. CE3 provides complex and multi-format programs and services to prioritize student populations to ensure their successful transition into the academy, academic success, graduation, and transition to graduate programs and professional careers. These services have a critical impact on the campus' ability to fulfill its mission of equity, access, and inclusion to California's diverse population.

The Undocumented Student Program, one of several CE3 programs, specializes in providing holistic support and guidance to undocumented undergraduate and graduate students at UC Berkeley. USP practices a holistic, multicultural and solution-focused approach that delivers individualized service for each student. The mental health support, academic counseling, legal support, financial aid resources, professional development opportunities, and extensive campus referral network provided by USP helps students develop the unique gifts and talents they each bring to the university, while empowering a sense of belonging. The program's mission is to support the advancement of undocumented students within higher education and promote pathways for engaged scholarship.

Position Summary

Under the direction of the Undocumented Student Program (USP) Director, the USP Assistant Director is responsible for program implementation and leadership, collaboration and outreach, supporting

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students holistically through one-to-one appointments and programming, and other duties as assigned. The incumbent supports the day-to-day operations of the program and provides holistic counseling and support to students. The incumbent also works with campus partners to make UC Berkeley more welcoming to and inclusive of undocumented students, i.e., collaborating on events and programming.

Application Review Date

The First Review Date for this job is: 10/24/2025.

Responsibilities

40% Program Implementation & Leadership

- Under the direction of the USP Director, the incumbent administers specialized and complex programs and projects that are designed to enhance student success for undocumented students (i.e. Transcending Beyond Berkeley Fellowship, Emergency Grants, etc.).
- Supports with coordination of USP events such as UndocuWelcome and UndocuGrad.
- Serves as the lead for campus events, i.e., Yield events, Golden Bear Orientation and Welcome events, etc.
- Responsible for inputting UCRC purchase orders for staff, students, and programming/operation needs.
- Coordinates recruitment and onboarding of student staff and serves as the lead professional staff that supervises student staff throughout the academic year.
- May support the recruitment, onboarding/training and day-to-day supervision of USP Academic Counselor(s).

30% Collaborations & Outreach

- Coordinates any yield efforts and outreach to undocumented high school and community college students with the outreach student staff team.
- Identifies and maintains partnerships with university and local organizations and resources to expand network of services in support of undocumented students.
- Collaborates with campus partners to host programming/events for undocumented students that raise awareness about campus resources and support.
- Attends the UC Undocu Coordinator monthly meetings via zoom.
- Shares program updates with UC campus coordinators and reports back announcements and updates to USP staff.

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25% Holistic Counseling

- Provides holistic, multicultural academic counseling across disciplines and colleges to undocumented students.
- Conducts comprehensive analyses of students' issues and needs and provides solutions and alternatives to problem areas.
- Supports Academic Counselors with complex student questions and cases.

5% Other duties as assigned.

- May participate in professional development workshops and trainings for their individual growth and learning.

Required Qualifications

- Knowledge and experience in working with historically underrepresented ethnic minority communities, first generation college students, and undocumented students.
- Demonstrated competencies and advanced knowledge in theories of multicultural counseling, learning, identity development, human and career development.
- Advanced experience in planning, developing, and administering enrichment programs/projects, academic and personal development seminars, courses, and workshops.
- Knowledge in the methodologies used to enhance student achievement, such as collaborative teaching/learning models, strategies for effective counseling and peer mentoring, small group facilitation and training, coaching, mentoring and advocacy.
- Knowledge of and experience in conflict management and intervention strategies.
- Extensive experience in multicultural competencies, and personal and academic crisis intervention; working with students to assist in clarification of ethics and values.
- Advanced experience in group dynamics, facilitation, and training; comprehensive assessment of academic preparation and personal competencies.
- Experience in establishing and implementing short- and long-term program goals and objectives; demonstrated effectiveness in mediation and conflict resolution.
- Demonstrated experience in planning, developing, and administering evaluative instruments for measuring program effectiveness.
- Knowledge and experience in managing funds designated for special programs.
- Knowledge and experience in researching, compiling and analyzing data, and generating reports; extensive experience in developing evaluative instruments specific to programs/projects goals and objectives.

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- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Master'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.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$95,000.00 - \$105,000.00.

- 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% hybrid work, but must work in person at least 3 days a week and occasional in-person hours on evenings and weekends.
- Exact arrangements are determined in partnership with your supervisor to meet role

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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.

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 service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

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

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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

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