

Academic Achievement Counselor, Re-Entry Student
Program (4501C), Centers for Educational Equity &
Excellence
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=264067>

Downloaded On: Oct. 20, 2025 8:43pm

Posted Oct. 20, 2025, set to expire Jun. 30, 2026

Job Title Academic Achievement Counselor, Re-Entry Student
Program (4501C), Centers for Educational Equity &
Excellence

Department

Institution University of California, Berkeley
Berkeley, California

Date Posted Oct. 20, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Educational Services
Counseling Services

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Apply By Email

Job Description

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**Academic Achievement Counselor, Re-Entry Student Program (4501C), 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 Re-entry Student Program (RSP) provides comprehensive support and services to undergraduate students at UC Berkeley who are 25 years of age and older. Many of these students are navigating higher education while balancing work, family responsibilities, and other life commitments. Re-entry students bring with them a wealth of lived experiences, resilience, and diverse perspectives that enrich the academic community at Berkeley.

The Re-entry Student Program is one of several programs housed within the Centers for Educational Equity and Excellence (CE3) in the Division of Equity and Inclusion. The program offers tailored support to ensure re-entry students successfully transition into the university, persist through academic challenges, and achieve their educational and professional goals. Services include holistic counseling, connection to campus and community resources, time management and study skills support, assistance navigating financial aid, and graduate/professional school preparation. The program also works to build community and foster a sense of belonging among re-entry students through cohort-based events, workshops, and peer support.

Position Summary

By providing holistic, equity-centered support, the Re-entry Student Program plays a critical role in advancing the university's mission of access, inclusion, and student success for California's diverse population. The program is located in Room B North of the Martin Luther King, Jr. Student Union.

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Application Review Date

The First Review Date for this job is: 10/28/2025.

Responsibilities

Holistic Counseling

- Provides comprehensive, holistic counseling to re-entry students-many of whom hold intersectional identities such as low-income, first-generation college, and other underrepresented backgrounds-across academic disciplines and colleges/schools.
- Incorporates a range of theoretical approaches to deliver consistent academic, personal, financial, and career counseling from post-admission through graduation.
- Conducts in- depth assessments of student needs and challenges, developing individualized plans to support academic success.
- Assists students in navigating university policies and procedures, provides financial aid guidance, academic crisis intervention, and refers students to appropriate campus resources as needed.
- Maintains accurate documentation of all service contacts and interventions using the Berkeley Online Advising (BOA) platform.
- Co-leads the Re-entry Transition Course, including curriculum development, facilitation, and assessment.
- Designs, updates, and improves curriculum to address the unique academic, personal, and professional development needs of re-entry students.
- Plans and facilitates one section per semester, fostering inclusive and supportive learning environments.
- Assesses and grades student work, and uses student feedback and outcomes to continuously refine course content and structure.

Program and Event Coordination

- Leads the planning, development, and execution of the Re-entry Student Program's events portfolio, including transitional and retention programs.
- Designs and facilitates information sessions, workshops, and special events focused on topics such as financial aid, basic needs resources, transfer student programs, L&S advising, and study abroad opportunities.
- Collaborates with campus partners to ensure events effectively support re-entry students' academic success and engagement throughout their transition and retention journey.
- Acts as a key liaison to academic departments, CE3 programs and centers, and campus partners

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to coordinate events and resources that support the re-entry student community.

- Collaborates with faculty, department management, and campus units to address specific student and academic concerns, ensuring effective problem-solving and support.
- Stays informed on current trends affecting students in higher education, with a focus on low-income, first-generation college populations, to better anticipate and respond to their needs.
- Supports the Re-entry Student Program's scholarship review and selection processes.
- Participates in the evaluation of scholarship applications by reading, scoring, and providing detailed assessments of applicant materials.
- Collaborates with program staff to refine and enhance scholarship criteria, application materials, and assessment rubrics to ensure they are equitable, accessible, and aligned with the unique experiences and needs of re-entry students.
- Contributes to efforts that improve the transparency and effectiveness of the review process, and provides input on outreach strategies to encourage a diverse applicant pool.

Leadership & Student Development

- Trains, supports, and supervises peer advisors to ensure effective student advising and program delivery.
- Provides comprehensive training on advising protocols, campus resources, and communication strategies to prepare peer advisors for their roles.
- Holds regular team meetings and one-on-one check-ins throughout the semester to offer guidance, address challenges, and foster professional development.
- Monitors peer advisor performance and provides constructive feedback to promote continuous improvement and a high level of service to re-entry students.

Other programmatic admin, projects, and duties as assigned.

Required Qualifications

- Demonstrated knowledge of the theories and practice of counseling, learning, human and career development that support the success of transfer students at a 4-year research university.
- Knowledge in how to enhance students' intellectual and personal growth and development, including critical thinking, effective communication, self-appraisal, self-esteem, clarification of values, appropriate career choices, and leadership.
- Knowledge of 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.

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- Experience in developing, coordinating, and delivering programming/workshops/events to enhance student experience and achievement both individually and in group settings.
- Knowledge of trends and issues facing low-income and first-generation college, underrepresented, disadvantaged, physically challenged, and under prepared students in higher education.
- Knowledge and experience in analyzing complex situations and identifying solutions for problem-solving; skills and experience in developing and administering programs designed to meet the diverse needs of students.
- Demonstrated experience in recruiting, training, and supervising peer mentors.
- Familiarity with and/or can quickly learn campus resources (Basic Needs Center, Financial Aid Office, Career Center, etc.) that provide support to underserved students.
- Strong multicultural humility and ability to work with stakeholders from a variety of backgrounds.
- Knowledge of federal, state, and local requirements to provide for access, health, confidentiality, and safety; legal and ethical issues governing the delivery of counseling services.
- Knowledge of and experience in conflict management and intervention strategies.
- Experience in working with historically underrepresented ethnic minority communities, and first-generation college students.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Master's degree in education, counseling, psychology, 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.

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The budgeted annual salary range that the University reasonably expects to pay for this position is \$75,000.00 - \$80,000.00.

- 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. Exact arrangements are determined in partnership with your supervisor to meet role 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.

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:

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[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

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