

Academic Achievement Counselor 3 (4501C), Centers for
Educational Justice and Community Engagement
University of California, Berkeley

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

Job Title	Academic Achievement Counselor 3 (4501C), Centers for Educational Justice and Community Engagement
Department	Centers for Educational Justice and Community Engagement
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 30, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Multicultural Affairs/Diversity Educational Services Counseling Services
Apply Online Here	https://apptrkr.com/6683809

Apply By Email

Job Description

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**Academic Achievement Counselor 3 (4501C), Centers for Educational Justice and Community
Engagement -**

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone

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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 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 South Asian, Southwest Asian, and North African (SSWANA) Student Development Office works to support undergraduate and graduate student needs, creates academic, community, and social opportunities to foster understanding of SSWANA and intersectional identities; fosters critical dialogue across race and ethnicity; works to create a sense of inclusion for students and communities at UC Berkeley; educates, advocates and builds community across differences; and develops student leaders for a multicultural world. SSWANA is part of a collaborative, the Centers for Educational Justice and Community Engagement (EJCE).

The Centers for Educational Justice and Community Engagement (EJCE) is collaborative charged with developing programs, activities, and strategies that promote students' academic progress and success by engaging them through intersectional and multicultural practices that acknowledge and celebrate their individual and collective experiences. The EJCE collaborative coordinates a series of academic courses and educational and multicultural activities through its centers & offices (African American Student Development, Fannie Lou Hamer Black Resource Center, Asian Pacific American Student Development, Chicax Latinx Student Development, Latinx Student Resource Center, the Gender Equity Resource Center, Multicultural Community Center, Native American Student Development and the Native Community Center, and South Asian, Southwest Asian, and North African Student

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Development. The collaborative is a key campus partner in helping the campus create an inclusive environment for campus populations through intersectional and transformative practices and approaches focused on mitigating harm and promoting connections among and across diverse communities. Each partner space is steeped in rich and vibrant legacies and established community-centered praxes of educational justice: leadership development, access, activism, academic excellence and social justice. Our work reflects interconnected identities and experiences through our collective and individual commitments to support and advance future global leaders.

Position Summary

Reporting to the SSWANA Director, the Assistant Director of SSWANA coordinates a multi-faceted program and community space, which serves multiple constituencies and communities, both on and off-campus, through advising, program development, training, and workshops, and resource guides.

Application Review Date

The First Review Date for this job is: 11/11/2025.

Responsibilities

Multicultural Advising

- Provides advice about academic and personal development resources to students engaged in ethnic specific, multicultural, and/or cross-cultural studies, programs, services, and organizations.
- Refers students to appropriate campus and community services.

Program & Space Management

- Plans, develops, and implements programs, services, activities, and strategies that promote critical dialogue and social change around multiculturalism, campus climate, and issues of equity and inclusion.
- Works with student groups on planning multicultural and/or community specific events. Determines and coordinates staffing and other logistical needs.
- Assures issues of safety, security, and risk management are addressed.
- Mentors and develops student staff on event management and procedures
- Assesses program effectiveness and recommends changes in program content, procedures, and policies, as appropriate and in-line with established standards and goals of the office & the SSWANA Student Development Office

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- Recommends the development of new activities and programs.
- Coordinates the content, editing, and publication of newsletters, website, brochures, and publicity materials. Assists in preparing proposals for extramural funding.
- Oversees the day-to-day management and supervision of the SSWANA Student Development Office, including staffing, inventory, schedule and communicating and monitoring maintenance needs

Student Leadership Development

- Support with hiring, training, mentoring, and supervising the work of student coordinators and interns in close partnership with the Director.
- Facilitates collaborative group processes and uses innovative pedagogical and culturally informed models.
- Facilitates seminars designed to promote students' academic success and retention, personal development, and leadership formation for the SSWANA Living and Learning Community and SSWANA Internship
- Plans and leads workshops designed to promote students' academic success and retention, personal development, and leadership formation.

Collaborative Relationships

- In coordination with the SSWANA Director, develops and maintains relationships with stakeholders, on and off campus, critical to program success.
- Promotes collaborations among various student, staff, faculty, and community constituencies with interests in social justice, equity and inclusion.
- Under the direction of the SSWANA Director, serves as a liaison with other programs and organizations on and off campus

Professional Development

- Keeps abreast of changing and evolving trends regarding SSWANA, multicultural education/counseling, multicultural education, identity, student development theories.

Required Qualifications

- Knowledge of the histories, theories, and practice of multiculturalism, multicultural student development and student leadership development.
- Knowledge of the methodologies used to enhance students' academic and personal development, such as collaborative and student-centered teaching/learning models, small group

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facilitation, coaching, mentoring, and advocacy.

- Knowledge of trends and issues facing students from low-income, underrepresented, SSSWANA, multiracial, multi-ethnic, mixed-race, mixed-ethnic, and/or LGBTQIA+ backgrounds.
- Experience collecting and analyzing data, and generating reports.
- Demonstrated ability to work effectively with a variety of communities of students, staff, and faculty.
- Highly developed interpersonal and public communication skills including political acumen, social/cultural perceptiveness, conflict management, and interventions strategies.
- Thorough knowledge and understanding of concepts, principles, and practices of multicultural event planning and campus-community relations, including event design, organization, and production.
- Knowledge and experience analyzing complex situations and identifying solutions to solve problems; skills and experience in developing and administering programs designed to meet the diverse needs of students.
- Demonstrated experience working with SSWANA youth.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Master's degree and/or equivalent experience/training.
- Two to three years of professional experience in related area.

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

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\$72,000.00 - \$85,000.00.

- 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.

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

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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.

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.

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

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N/A

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