

Student Fee Coordinator (7397C), Student Affairs Immed
Off - 82147
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=264657>

Downloaded On: Oct. 30, 2025 4:53pm

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

Job Title	Student Fee Coordinator (7397C), Student Affairs Immed Off - 82147
Department	Division of Student Affairs
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 30, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Student Services Administrative Support/Services
Apply Online Here	https://apptrkr.com/6683833
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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.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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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 Division of Student Affairs is the gateway to the student experience. From recruiting to enrolling, to nourishing and housing, to leadership and engagement opportunities - we put UC Berkeley's students first. By offering comprehensive programs and services that support our students' academic and personal goals, we can offer an equity of experience for all students that promotes access, service, and engagement for each member of our community.

The Office of the Vice Chancellor for Student Affairs (VCSA) provides leadership and administrative support to more than forty (40) units with over 1,500 employees, and an additional 2,400 student employees; and an annual operating budget of \$498M. Learn more by visiting <https://sa.berkeley.edu/>

Position Summary

Reporting to the Student Fee Analyst, the Student Fee Coordinator is responsible for the administrative duties of the student fee portfolio within the Vice Chancellor of Student Affairs Immediate Office. This includes analytical studies on a variety of policies, projects, processes and issues in support of the Wellness Fund and Chancellor's Advisory Committee on Student Services and Fees as well as their subcommittees. In conjunction with the Student Fee Analyst, develops committee agendas, may facilitate meetings, support with the supervision of student employees, oversees the administration of the two grant- giving funds, and drafts reports. Interprets campus based student fee policies, and ensures grant application requests are within scope of student fee policies and guidelines. Follows-up with the applicants and grantees as needed. Works with the Vice Chancellor's Immediate Office staff to

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schedule meetings, reserve conference rooms, and confirm technology for hybrid meetings.

Application Review Date

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

Responsibilities

Project Coordination

- Using subject matter knowledge, collects and prepares information for use in discussions and meetings of internal and external constituents to include trainings, written materials, websites, and ongoing communications.
- Prepares, edits, and modifies proposals, recommendations, and systems to guide the allocation, use, accountability, and stewardship of student fee funding.
- Provides advising and support to the Committee on Student Fees.
- May propose, provide administrative support for, and participate in other policy and planning committees and working groups as assigned.
- Convenes leaders of student fee discretionary funds for annual review of grant cycle process including operational timelines and roles and responsibilities of student fee committees.
- Provides recommendations and guidelines for addressing campus student fee issues, including developing and administering new student fee systems, policies, and processes to align with policy, practice and campus values.
- Implements administration of grant cycles, including application processes, vetting, decision-making, funding allocations, and grantee reporting.
- Provides grantee advising, verbally and in writing, regarding development of proposals, budgets, and outcome measures.
- Proposes new activities to minimize implicit bias in grant-making and to support inclusiveness in the grant-giving process.
- Collaborates with divisional and campus partners, in conjunction with the VCSA Immediate Office to coordinate the implementation of student fee funding.

Project Analysis

- Applies professional or research concepts to perform analysis of data and systems pertaining to moderately complex projects, policies, initiatives, processes, and/or functions related to the student fee portfolio.
- Gathers and assembles analytical and factual data on complex financial, data, systems, and

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resource projects to prepare reports and/or analyses summarizing information on student fee issues and commenting on other significance for all levels of administration and student leaders.

- Responsible for drafting annual reporting to senior campus administration including the Chancellor's cabinet.
- Tracks Student Fee funding allocations and usage.
- Develops and maintains institutional knowledge of student fee history, policies, and practices.

Student Employee Lead

- Leads a team of student employees who coordinate Wellness Fund operations and support CACSSF's grant-giving cycles.

Stakeholder Engagement

- Partner with SA Finance team on transfer of funds.
- Communicate with Central Budget Office on timeline and funding allocations.
- Communicate with Student Union (CalLink) when needed and appropriate related to transfer of funds.

Required Qualifications

- Experience coordinating projects or programs.
- Strong communication and interpersonal skills to communicate effectively with all levels of staff and student leaders and influence, both verbally and in writing.
- Proficient in ability to use discretion and maintain all confidentiality.
- Demonstrates ability to use sound judgment in responding to issues and concerns.
- Demonstrates ability to analyze, research and synthesize large amounts of data with strong attention to detail.
- Proficient in ability to multi-task with demanding timeframes and fast paced environment.
- Working knowledge of applicable policy analysis techniques.
- Detail oriented with focus on accuracy.
- Strong analytical/problem-solving skills.
- Ability to manage ambiguity.
- Ability to synthesize information and present in a clear manner.
- Bachelor's degree in related area and/or equivalent experience/training.

Salary & Benefits

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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 hourly range that the University reasonably expects to pay for this position is \$37.36 - \$40.71.

- This is a non-exempt, biweekly-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 Research and Public Service Professionals, represented by the UAW.

- This is not a visa opportunity.
- This position is eligible for up to 50% hybrid work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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.

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"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

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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