

Undergraduate Advisor (4575C) - 82264
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=267817>

Downloaded On: Nov. 4, 2025 4:15pm

Posted Nov. 4, 2025, set to expire Jun. 30, 2026

Job Title Undergraduate Advisor (4575C) - 82264
Department Arts and Humanities
Institution University of California, Berkeley
Berkeley, California

Date Posted Nov. 4, 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/6692772>

Apply By Email

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 mission, diverse student body, and commitment to equity and social justice. Since our founding in

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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 Department of Rhetoric is a leading center for interdisciplinary research and teaching in the humanities and social sciences, committed to the study of rhetorical traditions from the classical to the contemporary eras. Linked by a common interest in the functions of discourse in all its forms, faculty and students engage the theoretical, historical, and cultural dimensions of interpretation and criticism, in fields as diverse as political theory, gender, law, media studies, philosophy, arts, and literature.

The Department of Film and Media offers innovative, interdisciplinary programs leading to a B.A. in Film and a Ph.D. in Film & Media. The Department teaches students to think historically, theoretically, and analytically about film and media within the broad context of humanistic studies. Students and faculty engage with all forms of moving-image culture, including film, still photography, television, and digital media.

As a member of a cluster of Arts and Humanities departments (including Rhetoric, Film & Media, and History of Art), staff members enjoy the benefits of a close-knit community, while also having access to the resources of a larger team.

Position Summary

The Undergraduate SAA is responsible for administering aspects of the Rhetoric and Film & Media undergraduate programs, including advising students on academic program policies, curriculum planning, enrollment, and course scheduling. The Undergraduate SAA provides assistance and collaboration with the Chair, Manager, faculty, fellow Undergraduate Advisors, Graduate Student Advisors (GSAO), and students in academic advising, including transfer and new major advising,

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curriculum and classroom scheduling, student orientation and events, undergraduate announcements, and commencement.

Application Review Date

The First Review Date for this job is: 11/14/2025.

Responsibilities

Academic Advising:

- Provides extensive advising to students on two independent majors; prerequisites, requirements, course content, course offerings, and faculty research/teaching interests.
- Advises faculty on departmental/school/college and university policies and procedures.
- Reviews students' progress and advises students and faculty on requirements for degree/program completion; identifies students with progression problems and recommends interventions.
- Approves petitions as required.
- Reviews and updates student records. In consultation with faculty, L&S, and the Registrar, researches and facilitates resolution of academic issues.
- Determines barriers, distractions, and complications affecting a student's academic success, helps students recognize these key non-academic issues, and makes appropriate referrals for additional therapeutic counseling and/or assistance from other units.
- Advises new and continuing instructors on student advising issues.
- Identifies students with GPA or progress problems, advises students, and recommends appropriate courses of action by the department/school/college.

Course Scheduling and Enrollment Management:

- Direct responsibility for scheduling campus and departmental classrooms for all undergraduate (and some graduate) lectures, seminars, and discussion sections each term.
- In partnership with Chairs and Department Manager, drafts schedule of courses to be offered each term based upon a provided course listing, enrollment trends, and faculty availability.
- Using judgment and discretion, independently obtains classrooms for courses taking into account the requirements and restrictions of the Campus Scheduling Office, past enrollment trends, instructor preferences, equipment and facility needs, department and campus needs.
- Consults with Campus Scheduling Office and instructors on issues regarding obtaining appropriate classrooms and advises faculty and senior level manager on options.

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- Works with other departments to set up cross-listed and room-shared courses.
- Prepares and submits CS Course Approval Forms to the Committee on Courses of the Academic Senate as additions, changes, or withdrawals of courses are submitted.
- Processes waitlists, including review and approval of concurrent enrollment requests.
- Advises students on scheduling conflicts, classes needed for degree completion, etc. in light of changes and cancellations.

Program Planning & Administration:

- Analyzes operation of each undergraduate program and suggests long-term solutions to the Undergraduate Faculty Advisors for each program.
- Assists the Chairs of Rhetoric and Film Studies, Undergraduate Faculty Advisors, and Manager in curricular planning.
- Identifies trends, such as length of time to degree, and makes recommendations.
- Conducts degree certification and award nominations.
- Keeps program descriptions up-to-date, rewriting when necessary to reflect changes in the programs.
- Prepares and revises undergraduate handbooks.
- Coordinates Cal Day program, assisting the Chairs in planning and staffing a successful event.
- Assists in implementation of annual Commencement Ceremonies.

Student Conduct:

- Responsible for interpreting organization policies and advising students and faculty on student conduct, student grievances, disputes, and issues regarding discrimination.

Career Counseling:

- Advises department/college/school students on the job market process, and the standards and norms specific to the student's field of study; advises on summer internship programs; develops and maintains network of departments and regional firms interested in hiring summer students.
- Develops and enhances an alumni recruitment network.
- Explore career choices with students, help students evaluate potential graduate programs or career paths.

Required Qualifications

- Working knowledge of advising and counseling techniques.

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- Knowledge of and/or can quickly learn University-specific computer application programs.
- Knowledge of and/or can quickly learn University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Solid verbal and written communication skills.
- Demonstrated ability to work effectively and collaborate with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds.
- Knowledge of complex U.S. visa and immigration procedures, compliance issues, and employment eligibility/authorization for international students and scholars.
- Ability in problem identification and reasoning; ability to develop original ideas to solve problems.
- Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
- Bachelor'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 \$63,000.00 - \$90,000.00.

- This is an exempt monthly-paid position.

How to Apply

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- 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:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

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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

N/A

University of California, Berkeley

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