

Graduate Student Affairs Officer (4575C) - 82507
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=268401>

Downloaded On: Nov. 17, 2025 5:40pm

Posted Nov. 17, 2025, set to expire Jun. 30, 2026

Job Title Graduate Student Affairs Officer (4575C) - 82507
Department Music
Institution University of California, Berkeley
Berkeley, California

Date Posted Nov. 17, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Student Services
Educational Services
Counseling Services

Apply Online Here <https://apptrkr.com/6724712>

Apply By Email

Job Description

Image not found or type unknown



Graduate Student Affairs Officer (4575C) - 82507

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

Graduate Student Affairs Officer (4575C) - 82507 University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=268401>

Downloaded On: Nov. 17, 2025 5:40pm

Posted Nov. 17, 2025, set to expire Jun. 30, 2026

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 Department of Music at Berkeley is one of the oldest and most prominent in the country, bringing together a renowned group of composers, scholars, and performers. For more than 100 years, UC Berkeley's Department of Music has championed professionalism, academic rigor, and the highest caliber of research. The department is dedicated to a liberal education in the Arts and Humanities, introducing students to a wide variety of music practices in performance, music composition and technology, theoretical and creative studies, and historical and cultural studies. The curriculum is responsive to the interests of a diverse student body and cultivates a broad expertise in the field.

The Department of Music boasts a roster of distinguished Bay Area artists offering individual musical instruction, a treasured collection of classical instruments, as well as four buildings: Hertz Concert Hall, the Jean Gray Hargrove Music Library, the Center for New Music and Audio Technology and Morrison Hall. Through its courses and concerts the department reaches out to hundreds of students from other departments, to its many alumni, and to the general public.

With recent changes to diversify its course offerings and its major requirements, along with renewed interest in the value of study in the Arts and Humanities, the Department of Music is one of the fastest growing majors at UC Berkeley. We are serving a larger and more diverse body of students, and more Music majors, than ever before.

Position Summary

Provides guidance and support to faculty and to graduate students in the Department of Music through

Graduate Student Affairs Officer (4575C) - 82507 University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=268401>

Downloaded On: Nov. 17, 2025 5:40pm

Posted Nov. 17, 2025, set to expire Jun. 30, 2026

the full cycle of graduate study: application, admission, immigration, residency, financial support (including stipends, fellowships and employment), academic progress tracking, fulfillment of campus requirements, and finally graduation. Serves as the Department's policy expert and advises on matters of campus policy and Department policy. Supports the Department of Art Practice with the graduate student admissions cycle and student financial awards.

Application Review Date

The First Review Date for this job is: 11/27/2025.

Responsibilities

STUDENT ADVISING

- Serves as the primary contact for department-wide graduate student communications.
- Advises students on academic and procedural matters relating to degree requirements, progress and completion.
- Tracks student progress and advises students and faculty on requirements for degree/program completion.
- Maintains student academic records in campus systems.
- Identifies students with progression problems and recommends interventions to faculty.
- Advises faculty, staff, and graduate students on departmental and university policies and procedures in regards to graduate student programs.
- Attends campus-wide graduate advising (GSAO) meetings, and tracks and reports back to the department about any changes related to graduate affairs.
- Recommends changes to the department's graduate student program policies, practices, and procedures.
- Interprets departmental and campus-wide policies and advises students and faculty on student conduct, student grievances, disputes, discrimination and other issues.
- Advises students and faculty on campus requirements for qualifying exams and dissertation committees; assists with requests for exceptions.
- Refers students experiencing personal difficulties to the appropriate departmental and campus resources.

RECRUITMENT AND ADMISSIONS

- Serves as point of contact for prospective applicants to the graduate program; advises them on academic preparation and requirements, and on application policies and procedures.

Graduate Student Affairs Officer (4575C) - 82507
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=268401>

Downloaded On: Nov. 17, 2025 5:40pm

Posted Nov. 17, 2025, set to expire Jun. 30, 2026

- Manages applications in the campus grad student application system and coordinates faculty review of files, ensuring deadlines are met.
- Generates and sends official offer letters to admitted students in compliance with campus and departmental policy.
- Coordinates recruitment visits to campus by admitted students.
- Provides advice and assistance to international students and scholars regarding U.S. visa and immigration procedures; coordinates with Berkeley International Office to secure the proper visas for international students; assists them with travel arrangements or other help in extenuating circumstances.
- Recommends candidates for the Berkeley and Chancellor's fellowships to faculty.

FINANCIAL AID

- Monitors departmental funds dedicated to graduate student support; recommends allocation of student support expense to those funds, block grants, etc.
- Manages the disbursement of student fellowships, grants, scholarships, prizes and other awards.
- Advises students on financial aid options available within the department, within the campus as well as extra-mural fellowship opportunities.
- Manages process of Graduate Student Instructor (GSI) appointments:
- Solicits course preferences from students;
- Makes recommendations to faculty for GSI assignments;
- Generates GSI appointment letters in compliance with campus policy and the requirements of the collective bargaining agreement; and
- Ensures timely processing of GSI appointments each term.
- Create and maintain funding history and plan for each graduate student.
- Stays apprised of changes in Graduate Division fellowship policies and communicates pertinent information to the Director of Student Services.
- Recommends changes in the department's financial aid package to faculty as appropriate; documents approved changes.
- Helps students resolve problems with their campus billing accounts (tuition, fees, stipends, etc.).

OTHER

- Maintains the department's graduate student handbook.
- Seeks out and participates in professional development opportunities.
- Assists with department events related to admissions, orientation, and commencement.
- Participates in other department-wide initiatives and activities as appropriate.

Graduate Student Affairs Officer (4575C) - 82507
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=268401>

Downloaded On: Nov. 17, 2025 5:40pm

Posted Nov. 17, 2025, set to expire Jun. 30, 2026

DEPARTMENT OF ART PRACTICE

- Provides support for the graduate student admissions cycle using the campus application system.
- Manages applications ensuring application reviewers are assigned correctly.
- Interfaces with the Graduate Division to recommend qualified applicants for admission.
- Assists in drafting and issuing acceptance and award letters.
- Enters student financial awards in the campus system.

Required Qualifications

- Working knowledge of advising and counseling techniques.
- 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.
- Interpersonal skills.
- Demonstrated ability to work effectively and collaborate with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- 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.

Preferred Qualifications

- Advanced degree in Music or in a 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

Graduate Student Affairs Officer (4575C) - 82507
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=268401>

Downloaded On: Nov. 17, 2025 5:40pm

Posted Nov. 17, 2025, set to expire Jun. 30, 2026

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 - \$85,700.00.

- 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 20% 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

Graduate Student Affairs Officer (4575C) - 82507
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=268401>

Downloaded On: Nov. 17, 2025 5:40pm

Posted Nov. 17, 2025, set to expire Jun. 30, 2026

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

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

Graduate Student Affairs Officer (4575C) - 82507
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=268401>

Downloaded On: Nov. 17, 2025 5:40pm

Posted Nov. 17, 2025, set to expire Jun. 30, 2026