

Case Manager (4564C), Student Support and Belonging -
82777

University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=269119>

Downloaded On: Dec. 4, 2025 12:40pm

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

Job Title	Case Manager (4564C), Student Support and Belonging - 82777
Department	Center for Support and Intervention
Institution	University of California, Berkeley Berkeley, California
Date Posted	Dec. 4, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services Counseling Services
Apply Online Here	https://apptrkr.com/6766612
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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 Center for Support and Intervention is housed within the Office of the Dean of Students, providing substance use recovery support services, violence prevention education, and support for students in distress.

Position Summary

Working under the supervision of the Associate Director of the Center for Support and Intervention, this position exists to coordinate the campus' response to students experiencing varying degrees of distress. The Center for Support and Intervention is a unit that provides institutional responses to care for students and the overall Cal community through the framework of the Support, Outreach, and Coordination Committee. This position will serve as a Case Manager in the Office of the Dean of Students coordinating with Counseling and Psychological Services, Residential Life, Center for Student Conduct, the Basic Needs Center, Financial Aid, UC Police Department (UCPD), Legal Counsel and other administrators as appropriate to address the needs of students who are having trouble in areas that may include academics, mental health, basic needs, discipline, family relationships, social adjustment. This will be done through assessments, consultations, interventions, referrals, and follow-up services. The incumbent fields calls, emails and referrals regarding distressed students; responds to student of concern cases. The position is non-counseling and non-therapeutic.

Application Review Date

The First Review Date for this job is: 12/16/2025.

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Responsibilities

Provide case management and organization for student crisis cases and serve as a strategist with students experiencing distress.

- Develops and maintains complex or sensitive relationships with external organizations critical to program success.
- Serve as a point of contact for campus community members who are seeking consultation and advice about our services for students who seem to be experiencing distress.

Respondent Services:

- Serve as a resource using high competency knowledge to understand and assist students in navigating administrative processes such as Student Conduct and Title IX investigations.

Database management:

- Manage, track, and maintain student records in Symplicity Advocate Care Module, review student record data, research best practices and national trends in case management and identify areas of growth and learning opportunities.

Outreach and awareness:

- Design, develop, and deliver specialized trainings to the campus community regarding students of concern and the Center for Support & Intervention, and coordinate with various campus offices to ensure coherent integration and education of campus and community resources for individual students who have challenges with academic, mental and psychological health, conduct, financial, and social issues.

Professional development:

- Keep abreast of federal, state, and UC Office of the President policy/ procedural changes that will affect the scope or practice of case management, participate in departmental and campus committees, programs, and projects as assigned.

Required Qualifications

- Advanced knowledge of advising and counseling techniques.

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- Advanced knowledge of and/or can quickly learn common 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.
- Advanced knowledge of Student Affairs/Student Life specialization.
- Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
- Advanced abilities in project management, problem identification and reasoning skills.
- Advanced ability to develop original ideas to solve problems.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Master'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 \$88,000.00 - \$93,100.00.

- This is an exempt monthly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

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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 does not include sponsorship of a new consular H-1B visa petition that would require payment of the \$100,000 supplemental fee.
- 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.

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 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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