

Legal Studies Undergraduate Advisor (4545C), Berkeley
Law - 82894
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=269220>

Downloaded On: Dec. 8, 2025 3:36pm

Posted Dec. 8, 2025, set to expire Jun. 30, 2026

Job Title	Legal Studies Undergraduate Advisor (4545C), Berkeley Law - 82894
Department	Berkeley Law
Institution	University of California, Berkeley Berkeley, California
Date Posted	Dec. 8, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services Educational Services Counseling Services
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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.

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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

Legal Studies is an interdisciplinary, liberal arts major that engages the meanings, values, practices, and institutions of law and legality. The Legal Studies curriculum examines how law shapes and is shaped by political, economic, and cultural forces. The major is designed to stimulate critical understanding of and inquiry about the theoretical frameworks, historical dynamics, and cultural embeddedness of law.

The Legal Studies faculty and students grapple with important questions of social policy within the framework of significant concerns in jurisprudence and theories of justice. These concerns include individual liberty, privacy, and autonomy; political and social equality; the just distribution of resources and opportunities within society; the relationship between citizens and the state; democratic participation and representation; the moral commitments of the community; and the preservation of human dignity.

The major's course offerings examine law and legality from both humanist and empirical perspectives. Courses are organized into interdisciplinary topical Areas that transcend disciplinary boundaries in the interest of collaborative inquiry.

The Legal Studies Program is administered by the School of Law and is a Social Science major within the College of Letters and Science.

Position Summary

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Serves as undergraduate Advisor to the Legal Studies Program. Develops and implements comprehensive student services and programs. Provides academic advice and assists in program planning to fulfill academic requirements. Manages all aspects of the undergraduate program. Monitors progress toward degree and certifies completion of major. Organizes and maintains student and program files. Advises prospective and transfer students. Coordinates commencement. Serves as liaison with other University offices on undergraduate matters.

Application Review Date

The First Review Date for this job is: 12/19/2025.

Responsibilities

Advising:

- Maintaining confidentiality in accordance with Family Educational Rights and Privacy Act (FERPA), provides advice and assistance to students on all aspects of their academic experience, including progression towards completion of the major and requirement matters for the department/college.
- 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 students on a wide range of course possibilities and/or ways to complete degree requirements that may not be clearly defined. Assists in determining scheduling needs for student progression towards degree using various student and campus databases.
- Enrolls students who need specialized enrollment assistance.
- Advises on complex re-entry, transfer, UC Extension, and EAP student issues, evaluates (with the help of the Director) courses from other schools.
- Evaluates and advises students in petition for exceptions to departmental/college requirements. Confirms that students have met requirements for degree completion when there are no clear precedents or articulations, such as interdisciplinary programs or when transfer work is involved.
- Identifies students with GPA or progress problems, advises students, and recommends appropriate courses of action by the department /college (e.g., academic probation, dismissal).
- Advises on special eligibility requirements such as Independent Study, Honors program/fellowships/scholarships. Advises undergraduate student association as needed working with Office of Student Life and ASUC.
- Serves as primary Program contact for community college advisors, prospective students and parents.

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Program Administration:

- Helps train and provides information to new/visiting and continuing instructors and GSIs on student advising issues, the Program, College and University policies, procedures and resources, schedules GSI study rooms.
- Assists faculty in the planning of academic curriculum to ensure student's progress through course sequences, and ensure compliance with campus-wide policies. Prepares and submits required course approval forms to Academic Senate Committee on Courses and Instruction (COCI).
- As needed, monitors enrollments, processes waitlists, oversees grading, schedules make-up and Disabled Students' Program (DSP) exams.
- Serves as backup scheduler.
- Performs other duties as assigned.

Student Development Programming:

- Based on assessment of the needs of the student community, designs and implements student programs/orientations/workshops.
- Coordinates Commencement exercises (including reception and guest arrangements) and manages staff commencement work in cooperation with University Relations, Cal Performances, vendors, etc.
- Researches and publicizes via listserve and website: career, graduate school, fellowship, volunteer, internship opportunities, and any information of interest to majors. Produces printed and web publications for the major, edits general catalog, reviews course articulation on ASSIST.org.

University Relations:

- Serves as Program representative to various campus offices such as the College of Letters & Science, Advising, Office of the Registrar, Career Engagement, etc.
- Serves on various committees on a rotating basis.
- Attends relevant meetings and conferences.

Required Qualifications

- Thorough knowledge of advising and counseling techniques.
- Comprehensive understanding of academic advising practices, degree requirements, and student

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progression.

- Comprehensive knowledge and understanding of college and school policies, procedures, and requirements, including degree completion, course sequencing, petition processes, and transfer credit evaluation.
- Thorough knowledge of and/or can quickly learn department, school, and college policies, procedures, and requirements, such as enrollment, degree progression, course approval, transfer credit evaluation, petitions for exceptions, program eligibility criteria, and compliance with campus-wide regulations.
- Knowledge and/or ability to learn California laws pertaining to the privacy rights of students and access to student information, including Family Educational Rights and Privacy Act (FERPA).
- Demonstrated ability to exercise sound judgment and make informed decisions in complex student advising situations while maintaining confidentiality and compliance with university regulations.
- Demonstrated ability to identify, analyze, and resolve complex academic and administrative challenges, including student progression barriers, course sequencing issues, petitions for exceptions, and program coordination, by developing practical solutions and collaborating effectively with students, faculty, and campus partners.
- Excellent oral and written communication skills.
- Interpersonal and relationship-building skills to collaborate effectively with students, faculty, staff, and external partners.
- Abilities to identify problems, reason, and develop original ideas to solve problems.
- Ability to accurately interpret and apply complex academic policies and procedures to students and faculty.
- Strong computer skills, including knowledge and proficiency of Google suite, Microsoft suite, and database software; ability to learn new systems and software.
- Strong attention to detail.
- Ability to exercise discretion and maintain confidentiality, especially regarding management of student records and privileged information within the department.
- Excellent organizational skills with ability to manage multiple tasks and competing priorities in a dynamic academic environment.
- Demonstrated ability to work effectively and collaborate with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Demonstrated commitment to fostering an inclusive and supportive environment that promotes collaboration and mutual respect among all members of the UC Berkeley community and its stakeholders.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic

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backgrounds.

- Working experience in academic advising, student services, or higher education administration.
- Experience advising students, interpreting academic policies, evaluating degree requirements, and coordinating programs or student support services.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Familiarity with Legal Studies or a closely related academic program, including understanding of curriculum structure, degree requirements, course sequencing, and program-specific policies and procedures.
- Knowledge of and/or can quickly learn University-specific computer application programs, including student information systems, databases, degree audit software, and online tools such as ASSIST.org.
- Knowledge of and/or can quickly learn University and departmental and procedures.
- Experience advising students within Legal Studies or a similar discipline.

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 \$72,850.00 - \$85,700.00.

- This is a non-exempt, biweekly-paid position.

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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 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 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 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](#)

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[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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