

Graduate Student Advising Officer (5157C) - Materials  
Science & Engineering  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=269700>

Downloaded On: Dec. 23, 2025 7:45pm

Posted Dec. 23, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	Graduate Student Advising Officer (5157C) - Materials Science & Engineering
<b>Department</b>	Materials Science & Engineering
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Dec. 23, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Student Services Educational Services Counseling Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6805430">https://apptrkr.com/6805430</a>

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**Job Description**

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**Graduate Student Advising Officer (5157C) - Materials Science & Engineering**

**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

The Department of Materials Science and Engineering (MSE) is one of seven academic departments within the College of Engineering. At present the department has 19 core faculty members, 1 lecturer, 2 adjunct faculty, 13 emeriti faculty, 3 joint faculty (0 percent in MSE) from other departments who actively collaborate on teaching and research, and approximately 50 visiting faculty researchers and post-doctoral fellows. Many of the faculty members have multiple affiliations, both on campus and at the Lawrence Berkeley National Laboratory. This brings added impetus for quality student services. Additionally, Materials Science and Engineering administers the Applied Science and Technology (AS&T) graduate program. AS&T is an interdisciplinary program, with 74 affiliated faculty from departments across campus. The student population includes approximately 150 graduate MSE students, 44 AS&T students and 120 undergraduate students engaged in a curriculum distinctive for its multiple laboratory courses and interdisciplinary character. This position is under the supervision of the department manager and may supervise.

This position is responsible for offering a wide range of student services duties and responsibilities in support of the graduate degrees in the Department of Materials Science & Engineering (MSE) and the Applied Science & Technology (AS&T) Graduate Program. Additionally, the position includes responsibilities such as providing undergraduate student services support, possible staff supervision, course scheduling, and coordinating the department's involvement in a national accreditation process. ABET certifies the academic quality of engineering programs in the U.S. through a rigorous assessment process, necessitating ongoing attention to all undergraduate courses taught in MSE.

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### **Application Review Date**

The First Review Date for this job is: January 1, 2026 - Open Until Filled

### **Responsibilities**

#### **40% Academic Advising and Student Support**

- Applies advanced student services concepts and provides the most complex student services to the department's management, faculty and students. Administers the graduate counsel for the MS/PhD, PhD, 5th-year BS/MS, and Professional Master's of Engineering programs in Materials Science and Engineering, as well as the MS and PhD programs in the Applied Science and Technology (AS&T) Graduate Group. Documents and maintains grad student policy, in consultation with faculty and graduate division.
- Oversees student academic advising including analysis and policy development for unit issues and processes. Identifies, solves and/or refers for resolution of intricate student issues and personal crises; responsible for interpreting campus policies and advising students and faculty on student conduct, student grievances, disputes, and issues regarding discrimination or harassment. Makes themselves available and accessible for in-person consultation.
- Recommends petition exceptions. Tracks and manages all aspects of the student degree completion progress and maintains detailed and accurate student academic records. This includes preliminary exams, qualifying exams, courses for major and minor requirements and process for thesis and dissertation completion/filling. Determines barriers, distractions, and complications affecting a student's academic progress, helps students recognize these key non-academic issues, and makes appropriate referrals for counseling and/or assistance from other units.
- Manages student enrollment, fees, records, grades, data management/security, student service systems and related issues for the unit.
- Advises department/college/school management regarding enhancement of the organization's strategic plan for career counseling and placement services. Utilizing an in-depth knowledge of the field, counsel students on post-degree employment opportunities and practices. Responsible for interpreting campus policies and advising students and faculty on student conduct, student grievances, disputes, and issues regarding discrimination.

#### **25% Recruitment and Admissions**

- Administers and coordinates the graduate admissions cycle for over 550 applications in MSE and over 80 applications in AS&T. Liaises with the Fung Institute staff on the Masters of

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Engineering(MEng) requirements and evaluation of MSE MEng applications.

- Reviews graduate admission policy and procedures within the department and Graduate Group for compliance with university standards. Corresponds with prospective students who have complex questions and interpret university/department and international standards. Evaluates both international and domestic applications to determine if applicants meet admissions criteria.
- Coordinates, reviews and advises chair/dean and faculty on transferability and applicability of non-UC Berkeley courses.
- Creates funding letters for admitted students, working with faculty and manager. Assists with preparation of fellowship cases for Graduate Division.
- Responsible for working with faculty and the chairs to ensure that the information related to student admissions and degree requirements is accurate on the websites for MSE and AS&T.
- Monitors trends in admissions and distribution of students. Works with the graduate division to develop annual enrollment targets and admissions allotments, with careful consideration to resource constraints.
- Coordinates recruitment activities. Works with the College and Graduate Division to maximize enrollment yield of outstanding admits, including special efforts to attract qualified women and underrepresented minorities. Evaluates the success of current outreach efforts; develops and implements enhancements.

**20% Graduate Funding and Financial Aid**

- Recommends resolution of extremely sensitive, specialized, and/or complex financial aid issues; and administers department's/school's/college's block grants and restricted funds. Advises organization's management on available funds for entering students based upon special funding from all sources.
- Implement the nomination and selection procedures for campus "Outstanding GSI Award" competition. Administers and supports Students Awards
- Identifies and advises faculty and students on resources for student financial support, including financial aid, stipends, student employment options, independent fellowships, block grant funding, training grants, departmental awards, etc. Power user for Student Information System, processing and monitoring student funding and progress to degree with highest degree of accuracy. Manages internal and externals fellowship competition for new and continuing students. Prepares summaries of qualifications and drafts nomination letters for campus fellowships.
- Prepares statistical reports and analyses of graduate student aid plans and distribution of resources from numerous financial inputs. Identifies trends and reports to Department leadership. Identifies and pursue new funding opportunities to support expanding enrollment. Provide Chairs and Manager statistical reports from Cal Answers regarding student activities, i.e., enrollments,

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degrees, demography, etc.

- Oversees and partners with campus and LBNL HR staff in ASE, GSR, and GSR Fellow hiring processes, including interpreting and applying campus and systemwide directives. Works closely with HR coordinators to submit relevant hiring data in a timely manner.
- Ensures compliance with systemwide union requirements for academic student hiring. Process development in alignment with the UAW contract, ERSO requirements and College needs. Inform and advise faculty about new policies and procedures related to student employment.

#### **5% Programming/Events**

- Plan and implement complex, high-visibility student events, such as prospective students' Open House, student orientations, student seminars, welcome events, end of the year events, commencement, and other various events. Routinely develop and manage events that build and enhance the graduate student community. Develop recommendations for the improvement of existing programs and/or policies as well as initiate new programs and/or services to meet changing student needs. Attends department graduate/undergraduate student and general events, as required.

#### **5% Career Development and Other Duties**

- Maintains and updates working knowledge of College and campus student affairs issues by taking appropriate classes, attending campus-wide Student Affairs meetings and networking with peers. Keeps abreast of national trends related to advising support as well as best practices in student affairs administration. There will be other duties not detailed in this job description that arise over the course of the academic year that will require attention from the Student Services Advisor, and this list should not be considered exhaustive.

**5%** Serve as the manager back up and may supervise staff.

#### **Required Qualifications**

- Bachelor's degree in related area and / or equivalent experience / training.
- Advanced knowledge of advising and counseling techniques.
- Understanding of University rules and regulations.
- Knowledge of University-specific computer application programs and knowledge of University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Advanced knowledge of complex visa and immigration policies, procedures and regulatory requirements for international students and scholars.

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- Advanced verbal and written communication skills.
- Interpersonal skills.
- Multicultural competencies; ability to work with diverse populations.
- Ability in problem identification and reasoning; ability to develop original ideas to solve problems, persuasion, leadership.
- Skills in monitoring / assessing people, processes or services, to make improvements.
- In-depth knowledge of the field's post-degree employment opportunities and practices.
- Skills in project management, social perceptiveness to be aware of others' reactions and understanding why they react as they do.
- Ability to work on multiple projects/multitask and prioritize tasks.

### **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 salary or hourly range that the University reasonably expects to pay for this position is \$72,600 to \$100,800 yearly (\$6,050 to \$8,400 monthly); the full salary range for this title is \$72,600 to \$129,000 yearly. This is a 100% FTE career position eligible for full benefits. This position is FLSA Exempt and paid monthly.

### **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.

### **Misconduct Disclosure**



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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](#)

### **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](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.

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**Contact**

N/A

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