

Senior College Advisor (4576U) - The College of
Computing, Data Science, and Society (CDSS)
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=230821>

Downloaded On: May. 9, 2024 6:30am

Posted Feb. 15, 2024, set to expire Jun. 30, 2024

Job Title	Senior College Advisor (4576U) - The College of Computing, Data Science, and Society (CDSS)
Department	College of Computing, Data Science, and Society
Institution	University of California, Berkeley Berkeley, California
Date Posted	Feb. 15, 2024
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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Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and 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 staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

Established July 1, 2023, the College of Computing, Data Science, and Society (CDSS) is the first new college at Berkeley in over 50 years. The College was created to meet the demands and opportunities at a time when data touches nearly every aspect of our lives. Innovations in computing and statistics are converging to create unprecedented opportunities to use data science, machine learning, and artificial intelligence to tackle pressing societal challenges from human health to climate change.

CDSS offers outstanding undergraduate programs in Computer Science, Data Science, and Statistics. Over 1,500 students graduated with a degree in these majors in Spring 2023, and one in four held a second major in another discipline. CDSS undergraduates study with faculty from a wide range of fields, where they gain the knowledge, skills, and experiences needed to succeed in today's datafied world, interact with data ethically, and masterfully engage as informed leaders.

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The newly formed CDSS Undergraduate Advising Office (UAO) provides academic advising to newly admitted, currently enrolled and readmitted undergraduate students. The UAO provides guidance on academic programs, policies, procedures in the College of CDSS. UAO enforces and adjudicates the academic regulations of the College in order to ensure the integrity of the degrees and the continuing quality of the institution. UAO works collaboratively with academic and administrative departments across campus. To enhance the student experience, UAO works closely and collaboratively with CDSS major advisors.

There are five college advisor/evaluator positions in the Advising Office. Three of these positions are Senior College Advisors and two are College Advisors. These positions report directly to the Director of College Advising. The incumbent for the Senior College Advisor serves as an academic advising expert and consultant to College Advisers, as well as college and campus partners. The incumbent also oversees/implements College-wide initiatives and projects to meet college goals. The incumbent administers advanced-level academic advising related to academic progress, degree requirements, major exploration, College policies, and CDSS UAO processes. This position provides undergraduate students with guidance regarding CDSS majors, enrichment opportunities, student support and engagement, resources and tools available to students, as well as college and University academic requirements. The incumbent is responsible for scheduling and providing outreach and advising. The incumbent conducts degree evaluations for students wishing to graduate. The incumbent works collaboratively with both academic and administrative units across CDSS and across partner units.

Application Review Date

The First Review Date for this job is: February 15, 2024 - Open Until Filled

Responsibilities

50% Academic Advising

- Apply advanced student development and academic advising theories, knowledge, and experience to support undergraduates in identifying, defining, and obtaining their educational goals.
- Advise students on the wide range of course possibilities and/or ways to complete complicated degree requirements.
- Empower students through holistic and collaborative advising to achieve their own definition of academic and personal success.
- Engage and build relationships with students to maximize their experience at Berkeley.
- Assess, monitor, and verify students' academic progress to ensure adherence to semester limits,

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timely advancement to degree, and degree completion. This includes, but is not limited to tracking progress, understanding grade points and calculating balances.

- Place academic registration holds and/or develop Academic Success Plans for students who are out of compliance with College expectations.
- Counsel students experiencing complex and simultaneous problems resulting in academic difficulty.
- Identify barriers, distractions, and complications contributing to academic probationary status or dismissal.
- Help students recognize these key non- academic issues, and determine proper referrals for students whose academics may be adversely affected by mental health, study habits, financial, personal or family issues or crises and initiate contact on students' behalf for additional therapeutic counseling and/or assistance from other units.
- Provide guidance on how students can return and be successful.
- Explain registration and enrollment procedures and assist students in taking full advantage of a wide range of academic and nonacademic enrichment opportunities such as study abroad, internships, undergraduate research opportunities, scholarships, and extracurricular activities. Advise on special eligibility requirements such as Honors programs, fellowships, and scholarships.
- Based on extensive knowledge of College policies, advise students on rules, regulations, and requirements as well as provide assistance on all aspects of a student's academic experience.
- Help students make connections with academic and non-academic departments, and make referrals to appropriate resources.

30% Leadership and Policy Formulation

- Serve as College academic advising expert and consultant to College Advisers, deans, departmental advisers, and key campus partners.
- As the dean's delegate, advise deans on the formulation of department policy by advising them on areas needing clarification and identifying solutions.
- Review, and advise deans on, transferability and applicability of non-UC courses and / or courses of the organization within or outside of the College that may affect ongoing requirements.
- As the dean's delegate, utilize independent decision-making authority to review requests, interpret, and maintain uniform and consistent application of College policies and regulations.
- As the dean's delegate, analyze the consequences of College academic policies / practices and recommend new or modified policies / practices.
- Support the advising team troubleshoot complex College policies (e.g. late readmission, late enrollment, waiver requests for College requirements, Simultaneous degrees) and procedures.

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- Make recommendations to the training and leadership teams; contribute to on-going staff training.
- Help foster a culture of inclusion and belonging in alignment with the CDSS Advising mission and values and the UC Berkeley principles of community. (<https://diversity.berkeley.edu/principles-community>).

15% Projects

- Work collaboratively with other advising staff to implement College-wide initiatives/projects to meet college goals.
- May assist in dissemination of information about the College and its programs at admissions outreach and recruitment receptions. Provide prospective students, their families, and school administrators with pertinent information about College programs, articulation agreements, and related career choices.
- Serve on committees representing CDSS Advising as assigned; participate in short-term and long-term planning.
- Other job duties as assigned and relevant to the position.

5% Professional Development and Growth

- Engages in opportunities for training, workshops, conferences, and seminars that are relevant to this position.

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Proven advising skills with strong decision-making skills and demonstrated good judgment.
- Strong organizational and planning skills with ability to prioritize workload and issues and to function effectively under time constraints and rapidly changing priorities.
- Interpersonal skills with demonstrated ability to work collaboratively with faculty, staff and students, foster a team environment and be adaptable to change in a diverse, inclusive campus climate.
- Broad knowledge in learning theories.
- Advanced knowledge of advising and counseling techniques.
- Advanced knowledge and understanding of student development theory.
- Knowledge of common University-specific computer application programs and knowledge of University and departmental principles and procedures involved in risk assessment and

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evaluating risks as to likelihood and consequences.

- Thorough knowledge of (or can quickly learn) college policies, procedures, and requirements.
- Skills in project management, social perceptiveness to be aware of others' reactions and understanding why they react as they do
- Skills in monitoring / assessing people, programs, processes, or services, to make improvements.
- Ability in problem identification, reasoning.
- FERPA knowledge

Preferred Qualifications

- Master's degree in related area and / or equivalent experience; or an equivalent combination of education and experience.

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 \$70,100 - \$95,400, not to exceed \$124,700 (grade 21). This is a 100% FTE career position eligible for full benefits.

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

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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.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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