

Residential Advisor (9901U), CEP Administration - 66311  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=233432>

Downloaded On: May. 8, 2024 4:50pm

Posted Mar. 25, 2024, set to expire Jun. 30, 2024

<b>Job Title</b>	Residential Advisor (9901U), CEP Administration - 66311
<b>Department</b>	Center for Educational Partnerships
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Mar. 25, 2024
<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>	Administrative Support/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.

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

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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](https://grow.berkeley.edu).

## Departmental Overview

Housed within the Division of Student Affairs, the Center for Educational Partnerships (CEP) is the primary department on the UC Berkeley campus charged with developing and implementing programs and strategies to improve academic preparation, expand educational opportunities, and ensure access to higher education for low-income and educationally disadvantaged students.

Working in partnership with local schools and communities, CEP improves academic achievement and expands post-secondary educational opportunities for students who face significant barriers to college.

## Program Description:

NAF Future Ready Scholars @ UC Berkeley engages high school students who have demonstrated an interest in science and math. During the 3-week summer component, NAF Future Ready Scholars @ UC Berkeley provides accelerated classes rooted in solving real-world problems and exposure to STEM fields; the academic rigor is alloyed with a strong community experience.

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Community building is a central aspect of our program. During the summer, students participate in intentional weekly workshops, community meeting spaces, and daily morning ice breakers, that provide a space for scholars to build deep, meaningful relationships with each other and our staff. Our goal is to provide our holistic programming so that our scholars build a strong support network that will champion them for years to come.

**Residential Timeline:**

This is a 3-week assignment, that includes a commitment of training and preparation prior to launch, and requires living on-campus full-time with evening and weekend work requirements. This position starts July 8th, 2024 and ends on July 28th, 2024. Training will take place July 8th - 12th from 8:00 AM - 5:00 PM on the UC Berkeley Campus. Staff may be required to travel to transport students. All travel will be paid for by NAF at Berkeley.

**Responsibilities**

**Student Supervision:**

- Reinforce and adhere to university policies.
- Live on-campus full-time to monitor and secure the residence hall and report all maintenance issues in a timely fashion.
- Act as a role model, maintaining physical and social boundaries with scholars while cultivating an environment of belonging.
- Supervise 150 scholars for various activities. This includes and is not limited to structured and unstructured free time.
- Participate in a rotating on-call shift (when scholars are in class) and/or on-call nighttime shift by responding to emergency phone calls and conducting rounds.
- Manage and facilitate daily wake up calls and lights out, suite meetings, meal reminders and snack preparation, community meetings, and ensure students are in their dorms at lights out.
- Support program activities including movie nights, study hall, game nights, ice breakers, and other various activities.

**Administrative Duties:**

- Complete administrative duties as it relates to surveys, incident reports, scheduling, event planning and coordinating, tracking, etc.
- Complete Daily RA Reflection Form.

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- Report, document, and follow-up on any scholar misconduct as per NAF & university policies, expectations, and core values.
- Track daily attendance of scholars.
- Transport supplies to and from the CEP office to various remote locations on campus.
- Organize workshop materials and supplies.
- Assist with technology support.

**Travel:**

- Ability to travel to the Central Valley, Southern California, and/or Contra Costa County to transport students to and from the program.

**Professional Development:**

- Serve on student and career panel.
- Attend 3 days of NAF Future Ready Scholars residential and summer support training.

**Other:**

- Complete other duties as assigned.

**Required Qualifications**

- Work leadership skills.
- Ability to work collaboratively and inter-personal skills for those in a lead capacity.
- Ability to work effectively and in an intensive, fast-paced summer schedule.
- Service orientation, program management experience, sound judgment and decision-making, critical thinking, ability to develop original ideas, and creative problem-solving skills in a varied and challenging environment.
- Must be able to work effectively with NAF staff and students, across all organization levels, internally and externally.
- Must have highly effective verbal and written communication skills.
- Cross-cultural awareness.
- Understanding of issues faced by low-income, first-generation (LIFG) students.
- Ability to Travel within California.

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Education/Training:

- High School Diploma and/or equivalent experience/training.
- One year of coursework at a university, college, or community college and/or equivalent experience/training.
- Certification to instruct in the applicable recreational sports program and/or equivalent experience/training.

**Preferred Qualifications**

- Advanced knowledge of program activity experience working with high school students in an educational context.
- Proficiency in the use of basic computer applications.
- Ability to incorporate technology in the classroom.
- Knowledge of and/or ability to learn campus policies and procedures.
- Previous experience with youth camps, fitness, and outdoor programs.
- Previous experience working with age level specific to an activity.

Education/Training:

- Red Cross CPR.
- Standard First Aid Training Certification.

**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

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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 \$4,000 over the course of the appointment.

- This is a 3-week, variable hours, part-time, limited (temporary) position that is not eligible for UC benefits.

### **How to Apply**

To apply, please submit your resume and cover letter.

### **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.

### **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.

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### Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

To apply, visit

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](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

University of California, Berkeley

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