

CDSS Director of College Undergraduate Advising
(0322U) Job 67225 - The College of Computing, Data
Science, and Society (CDSS)
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234254>

Downloaded On: May. 17, 2024 12:59pm

Posted Apr. 5, 2024, set to expire Jun. 30, 2024

Job Title CDSS Director of College Undergraduate Advising
(0322U) Job 67225 - The College of Computing, Data
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Department

Institution University of California, Berkeley
Berkeley, California

Date Posted Apr. 5, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Student Services

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Job Description

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Computing, Data Science, and Society (CDSS)**

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 Director of College Advising will establish and manage the newly formed Office of Undergraduate Advising in CDSS. The incumbent will partner with CDSS leaders, other CDSS academic units, and partner colleges (College of Engineering and College of Letters and Science) to develop broad strategic goals, operational policies, and procedures for the unit to provide support to CDSS undergraduates in meeting the academic mission of teaching and research from student recruitment and admissions through graduation and a transition alumni. Provides expert advice to the CDSS Dean and Associate Deans, Chairs, as well as other relevant faculty Committee Chairs in their policy directives. The CDSS Office of Undergraduate Advising is responsible for providing student services, focused mainly on academic advising, to newly admitted, currently enrolled and readmitted undergraduate students. Additionally, the team provides guidance on academic programs, policies, procedures pertaining to the CDSS and the University of California. The Office of Undergraduate Advising administers and adjudicates CDSS academic regulations in order to ensure the integrity of the degree and the continuing quality of the institution. This position provides financial oversight, supervision, mentorship, and training to the undergraduate advising team (6 FTE), collaborates with academic and administrative departments across campus, and represents CDSS in campus wide program advisory groups and meetings.

The incumbent will work both independently and collaboratively with workload driven by the academic calendar. Expected to perform comprehensive assignments requiring a high level of administrative skills, decision-making, and initiative. Expected to establish the Office of Undergraduate Advising and provide innovative solutions to improve the efficiency and effectiveness of services to CDSS undergraduates. Strong organizational, analytical and communication skills as well as careful attention to detail and the ability to work under pressure of constant deadlines are essential to the position. A thorough knowledge and mastery of the Department, College, CDSS, L&S, and University policies and procedures along with a background in college student personnel administration is essential.

Application Review Date

The First Review Date for this job is: 4/18/24 - Open Until Filled

Responsibilities

30% Leadership

- Develops long range strategic planning and formulates the strategy, goals, and objectives for the newly formed Office of Undergraduate Advising ensuring alignment with the broader missions of CDSS.
- Determines and establishes the organizational structure of the CDSS Office of Undergraduate

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Advising and directs the overall operations of the office, sets and upholds professional expectations and standards for all staff.

- Develops, organizes, implements, and leads a team of five professional student services advisors to effectively deliver academic advising services to undergraduate students in or interested in CDSS undergraduate majors based upon a comprehensive understanding of organizational models for complex advising services in higher education. Programmatic development must be based upon established and emerging learning and student development theories and be responsive to the demographic profile and needs of the student population.
- Conducts regular and comprehensive evaluations and assessments of the quality and effectiveness of programs to determine the extent to which the stated goals and objectives of the unit are being met and address changing student needs and institutional priorities. Identifies individual, organizational or institutional barriers that hinder the achievement of the goals of the unit and works with academic and staff leadership to devise and implement plans to deal with these obstacles.
- Provide guidance and assistance to the most complex and/or precedent-setting issues. Provide training and coaching to direct reports, Provides training to staff in both remote and in-person advising practices. Evaluates employee performance and makes recommendations regarding hiring, disciplinary action, and professional development.
- Identifies and refers for resolution of complex student issues/grievances, such as alleged discrimination, complex grade dispute issues, and students' personal crises. Addresses unusual circumstances, complicated selection, and student appeals. Makes recommendations on exceptions to policy. Recommends to CDSS leadership changes to student services policies and procedures.

20% Academic Advising

- Through use of counseling and coaching skills/approaches and relevant policy knowledge to oversee holistic support for the undergraduate student experience in CDSS. Addressing a wide range of student needs including but not limited to: student of concern, students in academic difficulty, and/or students in distress.
- Maintains in-depth understanding of CDSS curriculum and degree options in an effort to ensure that students receive in depth advising information.
- Creates and provides innovative advising services and programs to meet the needs of the undergraduate student population. Develops and implements hybrid advising services through in-person modalities, supported with remote access options when appropriate.
- Identifies the needs of new cohorts of students (i.e., new transfer students, new freshmen, students historically underrepresented) to help ensure their success, and recommends

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programs/services to address their needs.

- Manages the dismissal review process.
- Oversees degree checks and verifies degree completion for BA candidates.
- Ensures established policies are followed and clearly communicated to students.
- Functions as a high level advising resource for Deans, staff, and faculty in relation to sensitive student situations that entail highly complex problems and demand substantial organizational acumen.

10% Campus and Community Collaboration

- Develops/maintains strategic partnerships with campus offices (i.e, L&S Advising, CoE Advising, Central Evaluation Unit, Office of the Registrar, Career Center, International House, Study Abroad Office, etc.), to ensure efficient/effective advising experience for CDSS undergraduate students.
- Represents the CDSS undergraduate advising team to the campus community and relevant external constituencies.
- Establishes and maintains productive working relationships with other units within CDSS and colleges and schools CDSS partners with.

10% Policy Implementation & Compliance

- Ensures ongoing compliance with all academic policies governing undergraduates within CDSS.
- Creates and implements operational processes and procedures to conform to the policies.
- Evaluates and monitors the impact of policy changes on students within CDSS and the operations of the college advising unit; develops innovative strategies to meet emerging guidelines.
- Reviews and rules on most student requests for exceptions to academic regulations on the delegated authority of the faculty.
- Provides high-level counsel and analytical support to the Dean or Associate Deans on matters related to policy and precedent.

10% People and Culture Management

- Manages all personnel activities of the unit, including the recruitment, onboarding, training, development, retention, recognition, performance management, and offboarding of the College Advising unit.

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- Evaluates changing staffing needs and responds to those needs by developing appropriate staffing strategies.
- Establishes channels for regular review of unit personnel policies to ensure that all procedures are applied fairly throughout the unit and are in compliance.
- Ensures compliance with the University's Affirmative Action policy and efforts.

10% Financial Management

- Develops and manages the annual operating budget of the Office of Undergraduate Advising.
- This fiscal responsibility includes independent decision-making in collaboration with the DFL regarding office and college priorities, analysis of program needs, and the development of strategies for the review and allocation of resources.

5% Engagement

- Plans, coordinates and attends student special events including orientations and receptions. Creates strategy and supports staff in implementing and delivering student events.

5% Professional Development and Growth

- Engages in opportunities for training, workshops, seminars, pertinent to the position.

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Well-grounded understanding of the theories of learning, student development, and advising and their application in providing advising services in a major university serving a large and highly diverse student population. This would include knowledge of current practices in academic advising and a comprehensive understanding of all relevant ethical and legal considerations.
- Advanced knowledge of the issues facing undergraduates at research universities as well as cutting-edge knowledge of the educational trends in undergraduate education. This specifically includes the challenge of meeting the ever-changing needs of a complex and demographically fluid undergraduate student population.
- Specialized knowledge of the planning, development, and design of organizational structures suitable to the provision of student services.

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- Demonstrated ability to engage in strategic planning to ensure the most effective and efficient delivery of services.
- Leadership skills and substantial experience in independent decision-making and informed interaction with other administrative and campus bodies.
- Knowledge of the principles and practices of staff management directed towards enhancing employee productivity and building and maintaining morale.
- Intermediate skills of common University-specific computer application programs.
- Skills in monitoring/assessing people, processes or services, to make improvements; project management.
- Abilities in problem identification, reasoning, ability to develop original ideas to solve problems, persuasion, and leadership.
- Strong knowledge of University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.

Preferred Qualifications

- Master's degree in higher education administration, counseling, social sciences, or related field; 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.

- Classification: Student Services Manager 1, 0322
- Anticipated hiring range: \$85,800 - \$135,900
- UCB salary range: \$85,800 - \$158,200; a salary offer will consider both direct experience and

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equity with current UC Berkeley employees.

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.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

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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
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Contact

N/A

University of California, Berkeley

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