

College Advisor, Educational Talent Search (4535U),  
Center for Educational Partnerships - 67440  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234387>

Downloaded On: May. 17, 2024 10:54am

Posted Apr. 9, 2024, set to expire Jun. 30, 2024

<b>Job Title</b>	College Advisor, Educational Talent Search (4535U), Center for Educational Partnerships - 67440
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Apr. 9, 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>	Educational Services Administrative Support/Services
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**Job Description**

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**College Advisor, Educational Talent Search (4535U), Center for Educational Partnerships - 67440**

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](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, first generation, and underrepresented 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.

## Application Review Date

The First Review Date for this job is: Monday, April 22, 2024

## Responsibilities

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## RECRUITMENT, ADVISING, RETENTION

- Identifies, recruits, and selects high school participants through school staff referrals, class presentations, summer activities, school media, and correspondence.
- Introduces the concept of higher education to middle school and/or high school participants and their parents.
- Interprets and demystifies complex and ever-evolving college admission requirements, test preparation, and financial aid application for cohort participants and their families.
- Provides cohort participants with current and concise information on colleges that include community colleges, vocational/technical schools, private colleges, California universities, and out-of-state universities.
- Delivers in-person and virtual individual and group advising services along with maintaining relationships with middle school and high school participants.
- Develops comprehensive education plan for each participant in advisor's caseload with regards to their academic path from middle school to high school and subsequent enrollment in post-secondary education.
- Reviews and analyzes all cohort participant transcripts every semester to ensure student progress and success.
- Provides related career exposure, advisement, and personal self-improvement activities to help cohort participants establish attainable academic and career life goals.
- Facilitates the educational advancement of cohort participants enrolled in the program from middle school to high school or high school to college.
- Develops digital marketing and branding material for recruitment, programming, workshops, and activities.
- Performs follow-up advisement with matriculating 8th-grade participants to high school.

## PROGRAM DEVELOPMENT, MANAGEMENT, IMPLEMENTATION

- Conducts all aspects of ETS program activities and objectives in compliance with the U.S. Department of Education regulations pertaining to federally funded TRIO programs specifically Educational Talent Search.
- Designs, implements, and delivers appropriate 9th-12th grade level workshops, curricula materials, and activities to enhance the college-going rates at each assigned school site for ETS participants.
- Collaborates with school site personnel, other student service programs, and parents to establish and foster a college-going culture among the staff and participants at each assigned school site.
- Delivers in-person and virtual college-going, career, socioemotional workshops to ETS

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- participants and families at program, community, and school-sponsored events.
- Establishes positive working relationships with assigned school site personnel.
  - Designs and implements a strategic plan of operation detailed to meet the needs of each assigned school site based on the cohort.
  - Develops and maintains relationships with parents/families to support cohort academic success and access to higher education.
  - Acts as an advocate for participants and parents/families base on the cohort.
  - Develops collaborative relationships with other college-going programs and K-12 and higher education personnel.
  - Establishes and maintains comprehensive collaborative partnerships with other school sites, community-based programs, and school districts to maximize referral and services to enrolled participants.
  - Participates in strategic and program planning to meet the diverse socioemotional and educational needs of the student populations as assigned school or community sites.
  - Plans and implements program-sponsored college-going field trips, socioemotional and cultural enrichment activities appropriate for cohort participants.
  - Organizes and/or participates in meetings and activities with school site personnel, school districts, and/or service providers as appropriate.
  - Serves as a presenter at K-14 and community events.
  - Coordinates participant attendance of other university-sponsored programs.

#### DOCUMENTATION, OFFICIAL COMMUNICATION, REPORTING

- Collects, analyzes, evaluates cohort participant data; documents participant contacts and progress; and tracks the academic progress of all cohort participants.
- Secures appropriate student/parent documentation to verify participant's income eligibility, parental educational attainment, and need to program services.
- Obtains and maintains confidential school site records of participant program eligibility, academic promise, and progress throughout the participant enrollment in the program.
- Participates in strategic and program planning for all cohort participants.
- Produces program reports, proposals, budgets, and evaluations like activity proposals and budgets for program-sponsored student field trips, cultural activities, college visitations, academic and test preparation classes, parent/student orientations, and socioemotional and career awareness exploration activities; post-activity evaluations and reports for program-sponsored activities detailing the activity, expenses, and outcomes of the activity; and ad hoc reports as requested.
- Assists with the research, development, and submissions of project reports and proposals

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required by the U.S. Department of Education.

- Establishes and maintains accurate and complete cohort participant files and database produces written documentation regarding all contacts with participants and detailing all services provided

## OTHER

- Serves and represents ETS on department, campus, and external committees, workgroups, and coordinating bodies to help maintain positive relations and effectively communicate ETS.
- Attends bi-weekly staff meetings.
- Attends training and professional development provided by the university, CEP, Berkeley TRIO programs, and WESTOP.
- Performs administrative responsibilities within a timely manner.
- Adheres to COVID policies and procedures provided by the university and school districts.
- Performs other duties as assigned by Supervisor.

## Required Qualifications

- Strong knowledge and experience working with educational equity programs serving a diverse student population.
- Strong knowledge of up-to-date information on K-12 and higher education policies and issues.
- Ability to assess their impact on program strategies.
- Knowledge of K-12 and higher education institutions (UC, CSU, CC, etc.), admissions and financial aid requirements, and the ability to interpret policies and procedures to youth, parents, and school representatives.
- Knowledge of youth and adolescent development theory, including issues facing low-income, first generation, underrepresented urban youth.
- Ability to establish and maintain cooperative relationships with school district administrators, school counselors, principals, teachers, and community contacts.
- Strong knowledge of high school graduation and college entrance requirements.
- Demonstrated cultural competency with respect to race, ethnicity, gender identity, and socioeconomic status.
- Strong communication (verbal and written) and interpersonal skills.
- Significant experience advising and supporting educationally disadvantaged students regarding postsecondary opportunities and careers.
- Ability to arrive at assigned school sites in a timely manner.
- Ability to work nights, weekends, and extended overnight field trips.

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- Bi-lingual in Spanish, Cantonese, Mandarin, Vietnamese, or other language.
- Experience with digital and social media management

Education/Training:

- Bachelor's degree in related area and / or equivalent experience / training.

**Preferred Qualifications**

- CPR or other life-saving skill 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 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 \$70,000.00 - \$78,000.00.

- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.

**How to Apply**

To apply, please submit your resume and cover letter.

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### **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](#).

**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**

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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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