

Undergraduate Advisor & Schedule/Enrollment Manager
(4545U) - Astronomy
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234450>

Downloaded On: May. 16, 2024 9:15am

Posted Apr. 10, 2024, set to expire Jun. 30, 2024

Job Title	Undergraduate Advisor & Schedule/Enrollment Manager (4545U) - Astronomy
Department	Astronomy
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 10, 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

The Department of Astronomy is one of four academic departments in the Mathematical and Physical Sciences Division. In Astronomy we learn and teach the secrets of the Universe through high-tech experiments, state-of-the-art observations, intensive computation, deep thought, and innovative educational and outreach experiences. It is our mission to do so in an environment that is welcoming and inclusive. Additionally, the department is home to the Theoretical Astrophysics Center, and programmatically closely associated with the Center for Integrative Planetary Science and the Radio Astronomy Lab. We currently have 110 declared majors.

This position involves counseling students on academic program policies and issues, monitoring student academic progress and assisting students in making appropriate educational choices and decisions, managing course scheduling and enrollment, and conducting informational workshops and other events.

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Application Review Date

The First Review Date for this job is: April 23, 2024 - Open Until Filled

Responsibilities

Academic Advising:

- Major Advising - Provides advice and assistance to students on all aspects of their academic experience. This can include for example advising students on a wide range of course possibilities and / or ways to complete degree requirements that may not be clearly defined; complex transfers from other institutions such as those in the midst of advanced degree completion and coursework in other programs; and special eligibility requirements such as Honors programs/fellowships/scholarships. Advises faculty on department/division/university policies and procedures. Reviews and confirms students' progress and advises students and faculty on requirements for degree/program completion. Identifies students with GPA or progress problems, advises students, and recommends appropriate courses of action by the department/college (e.g., academic probation, dismissal). Evaluates and advises students in petitions for exceptions.
- Student conduct - Responsible for interpreting campus policies and advising students and faculty on student conduct, student grievance, disputes, and issues regarding discrimination.

Scheduler & Enrollment Management, and Curriculum Planning:

- Responsible for full range of department's course scheduling responsibilities. Facilitates general assignments as well as departmental classrooms and laboratory spaces. Manages CSIR report. Advises chair and department manager on schedule of classes for department's academic year and summer session. Analysis and management of departmental schedule to implement other departments temporary space request. Manages departments course enrollment needs. Suggests appropriate courses, research, and experiences appropriate to academic and career goals, advises students on possible exceptions to major course requirements, provides advice and explanations regarding department, college, and university policies and procedures relating to course enrollment, grading policies and disputes, and requirements. Coordinates with other departments and colleges.
- Manages various processes in the Student Information System (SIS) and makes curricular recommendations to chair and faculty to ensure students' progress through course sequences, avoiding conflicts, and ensuring compliance with campus-wide policies. Assures that COCI

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policies are followed. Supports summer sessions planning, including curriculum development and outreach efforts with particular emphasis on summer sessions enrollment.

Programming & Events; Diversity, Equity, Inclusion and Belonging:

- Leads department's diversity, equity, inclusion, and belonging efforts for undergraduates, and more broadly with department and division-wide efforts. Aligns departmental efforts with MPS Scholars and Berkeley Discover programming and goals. Determines barriers, distractions, and complications affecting a student's academic success, helps students recognize these key non-academic issues, and makes appropriate referrals for additional counseling and / or assistance from other units.
- Plans and implements moderate to complex high-visibility student events, ranging from commencement, to Cal Day and Fall orientation, as well as continuing or ad hoc workshops and student town halls.

Participation & Professional Development:

- Participates in meetings and program development mainly at the department level and in collaborations across MPS, but can also include participation in division, college, and campus levels. Maintains professional knowledge; attends workshops and trainings and stays current with campus policy and procedures.
- Other duties as assigned. For example, may be called to serve as a backup for the department GSAO to fill in for advising duties and/or coordinating student appointments for graduate and/or undergraduate student instructors, readers and tutors.

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Thorough knowledge of advising and counseling techniques. Knowledge of multiple majors, colleges, and schools.
- Thorough knowledge of department / school / college policies, procedures, and requirements.
- Thorough knowledge of enrollment management and scheduling systems, procedures, and timelines.
- Skills in judgment and decision-making, problem solving.
- Abilities in problem identification, reasoning, ability to develop original ideas to solve problems.
- Ability to multi-task, excellent time management skills.

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- Knowledge and experience in Diversity, Equity, Inclusion, and Belonging initiatives and work across campus.

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 to \$88,000 annually. 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 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

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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

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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