

**Student Services Advisor (4575U) - 67684**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=234688>

Downloaded On: May. 16, 2024 3:59am

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

<b>Job Title</b>	Student Services Advisor (4575U) - 67684
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Apr. 15, 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>	Student 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.

The University of California, Berkeley, is one of the world's leading institutions of higher education,

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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**

The Department of Psychology is a large, complex department within the College of Letters and Science (Division of Social Sciences). The Department includes approximately 40 active faculty members, 14 career staff, approximately 3 temporary instructors, a number of visiting scholars and postdocs each year as well as a large cadre of Graduate Student Instructors and Graduate Student Researchers.

The fundamental missions of the University, teaching, research and community service, are all met by the Department. Our teaching program is quite large.

Psychology is an impacted major with 800 undergraduates and Department courses serve approximately 4000 students each semester as well as a large summer session offering each year. The Department has approximately 120 graduate students pursuing doctoral degrees in five specialized sub-fields. In research, the Department supports the work of 35 life science labs in work

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with both human and animal subjects as well as an off-site Field Station. Psychology is closely linked with several major research institutes/ORU's on campus: The Institute of Human Development, the Institute of Personality and Social Research, the Institute of Cognitive and Brain Science; and the Helen Wills Neuroscience Institute and works in collaboration with their administration to meet the needs of our faculty. Our outpatient clinic serves the surrounding community by providing vital, low cost psychiatric treatment and functions as a recharge unit.

Administratively, the Department is divided into five interdependent units: Financial Services, Academic/Staff Personnel, Clinic Administration, Technical Support and Student Services.

### **Position Summary**

Involves a wide range of student services duties and responsibilities for an academic department. Provides assistance to the Director of Student Services, Department Chair, faculty, and students in academic advising, recruitment, admissions, financial aid, awarding of fellowships and block grant funds, student orientation and events, and related programs. Advises current and prospective graduate students and, as necessary, undergraduate students, about department, campus, and University requirements. Responsible for addressing issues concerning student progress and overseeing academic programs and admission to the graduate program.

### **Application Review Date**

The First Review Date for this job is: 04/26/2024.

### **Responsibilities**

Graduate Program Administration:

- Responsible for the overall administration of department's graduate program.
- Serves as the primary resource for matters concerning Graduate Division and departmental regulations and requirements.
- Interprets Graduate Division, department, and university policies as they relate to the graduate program.
- Identifies program needs and trends, makes recommendations to Director of Student Services, and implements procedures to ensure consistent adherence to policies, as needed.
- Maintains graduate student records; including student academic progress, academic appointments (GSI, GSR, and reader), and fellowship funding.
- Provides reports as needed.

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- Coordinates the qualifying exam process, dissertation committees, and advancement to candidacy.
- Updates and edits graduate program promotional materials and student handbook.
- Assist with the coordination of the Commencement ceremony and coordinates graduate related departmental events.

**Student Advising:**

- Serves as the primary academic adviser for new and continuing graduate students; closely monitoring the progress of each student in the program, identifying problems with students' academic progress and degree requirements, formulating solutions and referring to Faculty Advisor, as needed.
- Advises foreign students on issues relative to visas, funding, and language proficiency exams, referring them to other departments as needed.
- Counsels and advises students and faculty on policy interpretation and implementation.

**Graduate Recruitment and Admissions:**

- Advises current and prospective applicants on necessary academic preparation as well as appropriateness of program pertaining to individual goals and interests.
- Serves as the primary contact for applicants and accepted candidates.
- Manages admissions process in association with Graduate Division.
- Supports the Admissions Committee, advising on the graduate admissions system and policies.
- Assist faculty in recruitment of candidates that were offered admission.
- Organizes campus visits of potential students.

**Financial Support:**

- Coordinates all departmental fellowship funds, administers block grants, and non-resident tuition waivers.
- Stays apprised of changes in Graduate Division fellowship policies and communicates pertinent information to the Director of Student Services.
- Recommends, tracks, and monitors allocation of financial aid and fellowship funds.
- Oversees the process for equitable assignment of GSI and reader positions; recruiting potential GSIs from within and outside the department, determining and tracking GSI eligibility and recommend promotions, proposing GSI assignments and making recommendations for additional

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course staffing needs.

- Maintain professional growth and development through attendance at training sessions, seminars, conferences, and participation in campus wide events and professional organizations.

### **Required Qualifications**

- Working knowledge of advising and counseling techniques.
- Knowledge of and/or can quickly learn University-specific computer application programs.
- Excellent computer skills in Word, Excel, Drupal and other web-based systems.
- Ability to work with and/or can quickly learn Slate, CalCentral, Campus Solutions, ACG Psychology database and other student services programs.
- Knowledge of and/or can quickly learn University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
- Ability in problem identification, reasoning.
- Ability to develop original ideas to solve problems.
- Ability to organize conceptually and spatially, prioritize responsibilities, and multi-task.
- Demonstrated reliability including ability to meet deadlines and prioritize work independently.
- Must have a proven track record of making positive contributions to work environments.
- Interpersonal skills including effective verbal and written communication.
- Multicultural competencies; ability to work with diverse populations.
- Bachelor's degree in related area and/or equivalent experience/training.

### **Salary & Benefits**

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC 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,

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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 \$59,100.00 - \$89,000.00.

### **How to Apply**

- To apply, please submit your resume and cover letter.

### **Other Information**

- This is not a visa opportunity.

### **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.

### **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 [https://apptrkr.com/get\\_redirect.php?id=5180226&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5180226&targetURL=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](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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