

College Advisor (4574U), College of Natural Resources -  
67736  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234812>

Downloaded On: May. 20, 2024 10:58pm

Posted Apr. 17, 2024, set to expire Jun. 30, 2024

<b>Job Title</b>	College Advisor (4574U), College of Natural Resources - 67736
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Apr. 17, 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>	Counseling Services Student Services Educational Services Student Services Educational Services
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**Job Description**

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**College Advisor (4574U), College of Natural Resources - 67736**

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

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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 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 Rausser College of Natural Resources is composed of four academic departments and a graduate group (Agricultural and Resource Economics; Environmental Science, Policy, and Management; Nutritional Sciences and Toxicology; Plant and Microbial Biology; and the Energy and Resources Group), and several research centers and facilities. Functional teams that are primarily based in the Dean's Office support the Deans, Department Chairs, and Department/Facility Managers in the areas of Finance, Academic Personnel, Development, Communications, IT, and Student Affairs. This position is in the Office of Instruction & Student Affairs (OISA) which supports undergraduate advising for all departments and majors in the college.

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## **Application Review Date**

The First Review Date for this job is: Tuesday, April 30, 2024

## **Responsibilities**

Academic Advising (75%):

- Apply professional student services concepts to support undergraduates in identifying, defining, and obtaining their educational goals.
- Advise students on majors and preparation for careers and graduate work.
- Advise students on the wide range of course possibilities and/or ways to complete complicated degree requirements.
- Empower students through holistic and collaborative advising to achieve their own definition of academic and personal success.
- Engage and build relationship with students to maximize their experience at Berkeley.
- Assess and monitor students' academic progress to ensure timely declaration of major, adherence to semester limits, and advancement to degree. This includes, but is not limited to tracking progress, understanding grade points and calculating balances.
- Place academic registration holds and/or develop Academic Success Plans for students who are out of compliance with College expectations.
- Verify students' completion of degree requirements, including circumstances when there are no clear precedents or articulations, or when transfer work is involved.
- Explain registration and enrollment procedures and assist students in taking full advantage of a wide range of academic and nonacademic enrichment opportunities such as study abroad, internships, undergraduate research opportunities, scholarships, and extracurricular activities.
- Based on extensive knowledge of College policies, advise students on rules, regulations, and requirements as well as provide assistance on all aspects of a student's academic experience.
- Help students make connections with academic and non-academic departments, and make referrals to appropriate resource.
- Counsel students experiencing complex and simultaneous problems resulting in academic difficulty.
- Identify barriers, distractions, and complications contributing to academic probationary status or dismissal.
- Help students recognize these key non-academic issues, and determine proper referrals for students whose academics may be adversely affected by mental health, study habits, financial, personal or family issues or crises and initiate contact on students' behalf for additional therapeutic counseling and/or assistance from other units.

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- Set terms for students who have been academically dismissed and provide guidance on how students can return and be successful.
- Identify intricate student issues/grievances such as alleged discrimination and complex grade dispute issues and refer to appropriate departments.
- When necessary, place advising service indicators.
- Advise on special eligibility requirements such as Honors programs, fellowships, and scholarships.
- Develop and maintain thorough knowledge of College policies, rules and regulations.
- Create and implement workshops for students, such as information about the organization, or academic strategies and enrichment programs.
- Present information effectively in individual and group situations using electronic, written, and oral formats.

Internal and External Relations (10%):

- Serve on Advising Teams, and assist in developing and implementing innovative joint ventures with campus partners and external groups, such as community college advisors.
- Present and lead workshops, provide guidance through Golden Bear Advising activities, advising fairs, and other events; initiate, plan, and deliver cross-training programs.
- Inform other departments and campus offices on the impact of Rausser College policies (Summer Sessions, University Health Services (Tang), EOP, TRSP, ASC, DSP, etc.).
- Assist in the creation, analysis, and implementation of College deadlines, procedures for change of major or minor, readmission, late changes to course schedules, and retroactive actions.
- Participate in special programs and projects directly related to the mission of the office.
- Serve as a Rausser College campus consultant, resource, and liaison to a number of academic and administrative units on campus; provide information, clarification, and interpretation of College policy to the staff and faculty.
- Collaborate with other university offices (Admissions, Registrar, UHS, DSP, TRSP, New Student Services (NSS), Financial Aid, Summer Sessions, etc.), and consult and refer students experiencing academic, financial, and personal difficulties.
- Participate on campus-wide committees, such as the Admissions' Freshman and Transfer Yield Committee.

Student Services Support (10%):

- Provide assistance and support to Senior Advisors, Assistant Director, and Assistant Dean on

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high-profile events such as Golden Bear Orientation, Cal Day and Cal Week, and Commencement and student services programming such as the Honors Symposium, Research Showcase, ES Symposium, and Peer Advisor Leadership training.

**Professional Development (5%):**

- Maintain professional growth and development through attendance at regular office-wide training sessions, seminars, conferences, cross-campus committees, and through participation on campus-wide committees and in professional organizations.
- Engage in continuous learning in topics related to diversity, equity, inclusion, belonging, and justice, and integrate teachings into work practices.
- Attend and give presentations in the office and at conferences such as the UCB Advising, Counseling, and Mentoring Conference, UC system-wide Academic Advising Conferences, and regional and national NACADA conferences.

**Required Qualifications**

- Knowledge of advising and counseling techniques.
- Knowledge of and/or ability to learn University-specific computer application programs and pertinent databases.
- Ability to multi-task; verbal and written communication skills.
- Interpersonal skills.
- Multicultural competencies and the ability to work with diverse populations.
- Skills in service orientation, organization, active listening, and critical thinking.
- Ability in problem identification and reasoning.
- Knowledge of and/or ability to learn University processes and procedures.
- Understanding of and/or ability to learn University rules and regulations.
- Basic Computer skills.

**Education/Training:**

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

**Salary & Benefits**

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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 \$26.05 - \$31.68.

- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is non-exempt and paid bi-weekly.
- This is a hybrid position, eligible for up to 40% remote capability.

## How to Apply

To apply, please submit your resume and cover letter.

## 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](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

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